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BOROUGH OF REIGATE

ANNUAL REPORT

of the

MEDICAL OFFICER OF HEALTH
T.H.Bingham, M.D., B.Ch., D.P.H.

Together with the

ANNUAL REPORT

of the

CHIEF PUBLIC HEALTH INSPECTOR
R. Frankham, M.A.P.H.I.

1965



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THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

CHICAGO, ILLINOIS

OFFICE OF THE DEAN

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BOROUGH OF REIGATE
ANNUAL REPORT
of the
MEDICAL OFFICER OF HEALTH
for the year 1965

To the Chairman and Members of the Public Health Committee

Madam Chairman, Ladies and Gentlemen,

I beg to present my Report on the public health, sanitary circumstances, and vital statistics of the Borough of Reigate in the year 1965.

The report is drawn up generally in accordance with the requirements of the Ministry of Health, as indicated in Circular 1/66, and contains the information requested in the Public Health Officers Regulations, 1959.

The state of the public health of the Borough in 1965, in so far as it can be assessed from returns of morbidity and mortality and the information available from other sources, was generally very satisfactory. There was no undue prevalence of infectious or epidemic illness; in fact, the rates of prevalence of the notifiable infections, including tuberculosis, were, without exception, appreciably lower than usual. Attention should, in particular, be drawn to the very low incidence of bacterial food poisoning, bacillary dysentery and other intestinal infections and to the complete absence, for the seventh consecutive year, of confirmed cases of acute poliomyelitis and other acute infectious diseases of the nervous system. The position was no less favourable as regards non-notifiable infections, particularly influenza, and non-specific respiratory and winter ailments, as judged by the sickness claims submitted by insured persons to the Ministry of Pensions & National Insurance and the returns of school attendance. There were no reports of outbreaks of epidemic vomiting or fungal and virus foot infections which have, on occasion, been troublesome in the past.

In the preventive field it is pleasing to record satisfactory rates of acceptance of protective vaccination against the ever-widening range of infectious diseases for which effective immunising agents are now available. A recent development in this field is the introduction of measles vaccine, though some time must elapse before the degree and duration of the immunity it confers can be accurately assessed. It is not at present proposed to conduct any special campaign or publicity to encourage acceptance of measles vaccine, but to make it available to children whose parents expressly wish them to have it. Protective vaccination against the enteric group of diseases is strongly advised for persons visiting continental countries where these diseases are likely to be contracted. Facilities for such vaccination are not usually offered as a matter of course under the immunisation scheme, but are made available by the Health Authority to members of organised school parties on conducted visits to continental holiday resorts.

Other important measures in the prevention and control of infection include the routine follow-up and, where necessary, the examination of specimens, from known contacts of infectious disease and the surveillance of persons entering or returning to this country from declared smallpox infected or endemic areas. Brief reference is also made to the action taken in relation to immigrants from Asiatic countries in view of their especial susceptibility to tuberculosis and certain other infections. Screening procedures of one kind and another are proving of value in the detection of disease in its early stages, when it is most likely to be amenable to treatment. That best known, perhaps, is the Mass Radiography Service. The findings reported at surveys conducted locally during the year clearly demonstrate the importance of periodic chest x-ray examination, particularly of males over middle age. Facilities for the cytological screening of women in specified age groups for the early detection of cervical cancer are being developed as rapidly as laboratory facilities will allow and will, it is hoped, be available locally in the near future, at least on a limited scale.

In most respects the statistical particulars for the year compare very favourably with any recorded locally in the past and with those for the country as a whole. The live birth rate of 14.5 though 1.1 below that for 1964, coincides with the average for the preceding ten years. There were relatively few deaths of infants in their first year and the proportion registered as stillborn fell far below any previously observed in the Borough. The general death rate of 11.1 is the lowest for fifteen years and the second lowest in the past thirty. When adjusted for comparison, the rate is reduced to 8.9, which compares with the corresponding rate of 11.5 for England and Wales. The fall in the death rate was largely due to decline in mortality from all forms of cancer and malignant disease, including cancer of the lung, the rates in both cases being appreciably below those for the country as a whole. Cerebral haemorrhage and thrombosis, in most cases affecting the elderly, caused more deaths than in 1964, but the numbers attributed to other diseases of the heart and circulation and their distribution between the sexes were precisely the same as in that year; there was, however, a relative increase in the number resulting from hypertensive conditions. Fatalities from violence and accident give cause for concern, especially those resulting from inadvertent or intentional over-dosage with sedative drugs. The numbers of deaths assigned to other specified causes and the age groups affected, do not differ significantly from those observed in recent years.

The routine activities of the Public Health Department continued normally throughout the year and gained added momentum on the filling of the vacancy for a Public Health Inspector, the creation of a new post of Technical Assistant and consequential re-organisation of the Pests Control Section. Further progress was made in implementing the Council's programme for the clearance of unfit dwellings, which has now largely achieved its intended purpose. Brief reference is made to the measures taken to ensure a satisfactory standard of purity and quality of water, milk and food supplies, the prevention of atmospheric pollution, noise abatement, sanitary inspection, supervision and control of caravan sites, duties under the Factories & Workshops Act and the Offices, Shops & Railway Premises Act, disinfection and disinfestation and other matters directly concerned with communal health and environmental hygiene. On several occasions the staff of the Department assisted with the initial cleansing of dwellings which were so unwholesome or insanitary that they could not be effectively dealt with by the Home Help Service alone. The assistance thus given obviated the need to exercise compulsory powers, except in one instance of self neglect where all offers of help were actively resisted and removal to hospital was clearly imperative in the interests of the person concerned.

I again acknowledge with gratitude my indebtedness to Mr. R. Frankham, Chief Public Health Inspector, for the very valuable help he has consistently given me and for his enthusiastic and loyal co-operation in all matters affecting the work of the Department. My very sincere thanks are due also to my staff for their efficient and conscientious service, to my colleagues in other departments of the Corporation for their ready assistance and, not least, to the Chairman and Members of the Public Health Committee for the support and consideration they have kindly extended to me throughout the year.

I am, Madam Chairman, Ladies and Gentlemen,

Your obedient Servant,

T.H. BINGHAM

Medical Officer of Health.

Caberfeigh,
Redhill.

29th July, 1966.

SECTION I

STATISTICS AND SOCIAL CONDITIONS

Area (Land and Inland Water)	10,255 acres
Population, Census 1961	53,751
Registrar-General's estimate of resident population, mid-year 1965	55,490
Number of inhabited houses at 1st April, 1965, according to Rate Books	16,488
Rateable Value (1st April, 1965)	£2,814,488
Sum represented by a Penny Rate	£11,274

Population

The resident population of the Borough at mid-year, 1965, was estimated by the Registrar-General to be 55,490. This represents a population increment of 340, or 0.6 per cent., on the corresponding estimate for 1964, of which 193 is attributed to natural increase (i.e. excess of live births over total deaths) and 147 to migration into the area. The population gains under both headings are somewhat below the average, due in the former case to decline in the birth rate. Information obtained from other sources would suggest that the gain by migration is under-estimated; if that is so, the morbidity and mortality rates for the year, which are calculated on the Registrar-General's estimate, would be somewhat higher than those actually experienced.

The overall density of population is 5.4 persons per acre and 3.36 per inhabited dwelling; the corresponding findings at the census enumeration in 1961 were 5.24 and 3.37, respectively.

Births

The 810 live births (418 of males and 392 of females) assigned to the Borough in 1965 represent a recorded birth rate of 14.5 per 1,000 of the estimated population. This is 1.1 below the corresponding rate for 1964, but coincides with the average annual rate for the preceding ten years. When adjusted by the prescribed formula for the purpose of comparison, the recorded rate is advanced to 15.1, which compares with the National rate of 18.0 for the same period.

The illegitimacy rate of 63 per 1,000 live births exceeds any previously recorded in the Borough.

Stillbirths

The two stillbirths registered in the year represent a stillbirth rate of 2.4 per 1,000 total (i.e. live and still) births. This is by far the lowest yet recorded in the Borough and falls well below the corresponding rate of 15.7 for England and Wales. It is especially noteworthy that the exceptionally low stillbirth rate was associated with sharp decline in infant mortality, particularly amongst new-born infants.

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Deaths

The 617 deaths (291 of males and 326 of females) assigned to the Borough in 1965 represent a crude death rate of 11.1 per 1,000 of the estimated population. This falls well below any recorded locally in the preceding fifteen years and, when adjusted for comparison, is reduced to 8.9, which compares with a corresponding rate of 11.5 for the country as a whole. The decline in the death rate in the year under review was largely influenced by reduction in the numbers of deaths attributed to all types of cancer and malignant disease.

The numbers of deaths of each sex in various age groups were as follows:-

<u>Age group</u>	<u>Males</u>	<u>Females</u>	<u>Total</u>
Under 4 weeks	8	4	12
4 weeks and under 1 year	-	1	1
1 - 5 years	-	1	1
5 - 15 years	2	-	2
15 - 25 years	1	2	3
25 - 35 years	1	1	2
35 - 45 years	7	6	13
45 - 55 years	27	15	42
55 - 65 years	45	25	70
65 - 75 years	64	57	121
75 and over	136	214	350
	<u>291</u>	<u>326</u>	<u>617</u>

Only thirteen infants died in their first year, of whom eleven failed to survive for one week. All but one of the infant deaths took place in hospital. The infant mortality rate for the year was 16.0 per 1,000 live births, which compares with an average rate of 19.1 for the preceding five years and 19.0 for England and Wales. It is of interest to record that infant deaths resulting from congenital abnormalities and malformations were very much fewer than usual.

A noteworthy and favourable feature in an analysis of deaths in the other specified age groups was the substantial reduction in the number resulting from cancer and malignant disease. Small increases in the numbers of persons dying from cancer of the stomach and uterus and from leukaemia were more than offset by the fall in mortality from malignant growths of other organs, including the lungs. The adjusted death rate for the latter was 0.38, which is below the average for the Borough and appreciably less than the corresponding National rate of 0.55.

The number of deaths from diseases of the heart and circulation, which formed rather more than one-half of the total from all causes, showed an increase of 22 on the corresponding figure for the previous year. There was a slightly greater mortality from hypertensive heart conditions, but the increase was, in the main, related to affections of the blood vessels of the brain, in most cases affecting persons, particularly women, in the advanced age groups and occurring as a degenerative manifestation or terminal episode.

Respiratory diseases made a slightly greater contribution to the general death rate than in 1964, but the numbers recorded under individual headings approximate to the average for recent years and follow a similar pattern in that the deaths were mainly concentrated in the later age groups, with bronchitis predominating amongst males and pneumonia amongst females. With regard to the latter, the respiratory complication not infrequently supervened in the course of chronic illness.

Six persons - five elderly pedestrians and one young motor-cyclist - were fatally injured in road accidents, as compared with ten in 1964 and seven in 1963. There were ten deaths from other accidental causes, including two following accidental falls at home, two from carbon monoxide poisoning from the domestic gas supply, and the other six from miscellaneous types of accident and misadventure. Two of the suicidal deaths resulted from coal gas poisoning and three from over dosage of barbiturate drugs. Although the total fatalities under these headings may not be numerically alarming, their importance lies in the fact that they are largely preventable. The misuse of sedative drugs is a more frequent occurrence than the number of fatal cases would suggest; in 1965 a total of eighteen Borough residents were successfully treated in hospital for such over-dosage by accident or with suicidal intent.

Deaths from other specified causes and their distribution by age and sex do not disclose any unusual features, apart from exceptionally low mortality from acute infectious diseases and, in particular, from influenza.

Extracts from the Vital Statistics for the year are set out in Table I and comparative statistics for the years 1934 to 1965 are shown in Table II.

National Assistance Act, 1948 - Section 47 (As amended by the
National Assistance (Amendment) Act, 1951)

This Section confers the necessary powers to secure the compulsory removal to hospital or other suitable premises of persons suffering from grave chronic disease or being aged, infirm or physically incapacitated, are living in insanitary conditions and are unable to devote to themselves, and are not receiving from other persons, proper care and attention.

It was necessary on one occasion in 1965 to exercise the powers of the Section in relation to an elderly man who was living alone in a state of neglect and had consistently refused institutional care and the domiciliary services offered to him. The removal was effected speedily and without active resistance.

There were three other cases in which it was thought that similar action should be considered. All were visited and were eventually persuaded to accept institutional care, which was shortly thereafter made available to them.

The staff of the Public Health Department investigated several other cases in which the conditions, though far from satisfactory, were not such as to warrant action for compulsory removal. With the assistance of the domiciliary and supporting services made available from official and voluntary sources, the persons concerned were enabled to remain in their own homes, with an acceptable standard of care and amenity.

The Health Visitors continue, as far as their other official commitments permit, to exercise some measure of supervision over borderline cases in order that timely assistance can be given on the appearance of early signs of deterioration.

TABLE I

EXTRACTS FROM VITAL STATISTICS

<u>Live Births:-</u>							
Legitimate	Males	391	Females	368	Total 759
Illegitimate	Males	27	Females	24	Total 51
<u>Birth Rate</u>							
Do. 1964	14.5
Do. for the five years 1960 to 1964	15.6
							15.2
<u>Illegitimate Live Births per cent. of Total Live Births</u>							6.3
<u>Still Births</u>							
Legitimate	Males	1	Females	1	Total 2
Illegitimate	Males	-	Females	-	Total -
<u>Rate per 1,000 total births</u>							
Do. do.			1964	2.4
				8.0
<u>Total Live and Still Births</u>							
			Males	419	Females	393	Total 812
<u>Infant Mortality:-</u>							
Deaths of infants under the age of one year:-							
Legitimate	Males	7	Females	4	Total 11
Illegitimate	Males	1	Females	1	Total 2
Infant Death Rate:-							
All infants per 1,000 live births				16.0
Legitimate infants per 1,000 legitimate live births							14.4
Illegitimate infants per 1,000 illegitimate live births							39.2
Deaths of infants under the age of 4 weeks:-							
Legitimate	Males	7	Females	3	Total 10
Illegitimate	Males	1	Females	1	Total 2
Neo-natal Mortality Rate per 1,000 live births							14.8
<u>Maternal Mortality:-</u>							
Deaths from pregnancy, childbirth and abortion							-
Rate per 1,000 total (live and still) births							Nil
<u>Deaths (nett):-</u>							
Males	..	291	Females	..	326	Total	617
Do. 1964:-							
Males	..	318	Females	..	325	Total	643
<u>Death Rate</u>							
Do. 1964	11.1
Do. for the five years 1960 to 1964	11.6
							12.5
<u>Percentage of total deaths occurring in Public Institutions</u>							65.5
<u>Deaths from:-</u>							
Cancer (all ages)	110
Measles (all ages)	-
Whooping Cough (all ages)	-
Gastro-enteritis (under 2 years of age)	-

TABLE II

SUMMARY OF VITAL STATISTICS, 1934 - 1965

Year	Estimated Population	Live Births	Birth Rate per 1,000 population (unadjusted)	Deaths	Death Rate per 1,000 population (unadjusted)	Infant Mortality Rate per 1,000 Live Births	
						Reigate	England
1934	35,400	417	12.4	409	11.5	39	59
1935	35,720	399	11.8	407	11.3	52	57
1936	36,000	456	13.2	443	12.3	36	59
1937	36,360	451	13.0	447	12.2	40	58
1938	36,630	478	13.6	415	11.3	32	53
1939	37,090	463	13.1	454	11.7	34	50
1940	41,970	447	11.1	579	14.2	34	55
1941	42,040	519	13.6	574	13.6	67	59
1942	40,060	581	16.5	496	12.3	45	49
1943	38,400	565	16.6	509	13.2	45	49
1944	36,360	593	17.9	524	14.4	41	46
1945	36,670	569	15.5	497	13.5	33	46
1946	39,690	677	18.9	493	12.4	32	43
1947	40,480	744	19.6	534	13.2	20	41
1948	41,770	611	15.6	453	10.8	28	34
1949	42,150	592	14.8	518	12.3	37	32
1950	42,030	554	13.7	564	13.4	22	30
1951	42,220	530	13.2	551	13.0	20	29
1952	42,460	599	14.4	532	12.5	21	27
1953	44,890	654	15.2	637	14.2	30	26
1954	47,610	666	14.4	572	12.0	13	25
1955	48,180	637	13.6	585	12.1	17	25
1956	48,730	663	14.3	592	12.1	7	24
1957	49,330	681	13.8	564	11.6	13	23
1958	49,760	750	15.1	655	13.2	20	22
1959	50,580	706	13.9	586	11.5	14	22
1960	51,230	793	15.4	660	12.8	18	21
1961	54,260	790	14.5	642	11.8	12	21
1962	54,680	841	15.3	705	12.8	17	21
1963	54,890	823	14.9	748	13.6	18	21
1964	55,150	863	15.6	643	11.6	28	20
1965	55,490	810	14.5	617	11.1	16	19

TABLE III

Causes of Death in the Borough of Reigate
during 1965

					M	F	Total
1.	Tuberculosis, respiratory	4	-	1
2.	Tuberculosis, other forms	-	1	1
3.	Syphilitic disease	2	-	2
4.	Diphtheria	-	-	-
5.	Whooping Cough	-	-	-
6.	Meningococcal infections	-	-	-
7.	Acute poliomyelitis	-	-	-
8.	Measles	-	-	-
9.	Other infective and parasitic diseases	..			1	1	2
10.	Malignant neoplasm, stomach	5	6	11
11.	Malignant neoplasm, lung, bronchus		20	6	26
12.	Malignant neoplasm, breast	-	10	10
13.	Malignant neoplasm, uterus	-	5	5
14.	Other malignant and lymphatic neoplasms	..			23	30	53
15.	Leukaemia, aleukaemia	1	4	5
16.	Diabetes	4	3	7
17.	Vascular lesions of nervous system		33	79	112
18.	Coronary disease, angina	70	47	117
19.	Hypertension with heart disease		6	8	14
20.	Other heart disease	25	34	59
21.	Other circulatory disease	16	16	32
22.	Influenza	1	-	1
23.	Pneumonia	15	22	37
24.	Bronchitis	23	6	29
25.	Other diseases of respiratory system	..			8	1	9
26.	Ulcer of stomach and duodenum		3	3	6
27.	Gastritis, enteritis and diarrhoea		-	1	1
28.	Nephritis and nephrosis	2	1	3
29.	Hyperplasia of prostate	1	-	1
30.	Pregnancy, childbirth, abortion		-	-	-
31.	Congenital malformations	1	1	2
32.	Other defined and ill-defined diseases	..			19	31	50
33.	Motor vehicle accidents	5	1	6
34.	All other accidents	4	6	10
35.	Suicide	2	3	5
36.	Homicide and operations of war		-	-	-
Totals					291	326	617

SECTION II

SANITARY CIRCUMSTANCES OF THE AREA

Water

Every dwelling-house in the Borough has a continuous and direct supply of water from the public mains, with the exception of a bungalow in Gatton Park, which has a piped and filtered supply from a nearby spring, and a detached cottage on the outskirts of Reigate, which derives its water supply from a shallow well. The water from both the latter sources is of doubtful bacterial quality and periodic visits are accordingly made to the occupiers of the premises to ensure that the precautions already explained to them are being observed. The substitution of a mains supply is not reasonably practicable in either instance.

About 150 caravans on approved sites in the Borough are supplied with mains water by means of standpipes which, in all cases, are within reasonable distance of the caravans. Thirty-two other caravans have a mains supply to each caravan, in thirty instances through an intermediate storage tank.

There was no important extension of public water supplies during the year, except that necessitated by new building development. The mains supply, which is distributed in the whole area by the East Surrey Water Company, was adequate in quantity throughout the year and was augmented, when necessary, by distribution of water from the reserve boreholes at The Clears and Buckland. The water is derived from deep borings in the chalk and is softened, chlorinated and de-chlorinated before distribution to consumers. Samples of the water before and after treatment are submitted at least twice weekly for bacteriological examination, under private arrangements made by the Company. In addition, samples of the treated water are examined chemically and/or bacteriologically about once a week under a rota system arranged by the Medical Officers of Health of the districts supplied by the Company, thus avoiding duplication of sampling. Samples are taken in each district at stated times and copies of the analyst's reports are circulated for the information of the other districts concerned. These reports invariably indicated that the chemical and bacterial purity of the water reached a very high standard. The following report is typical of those received during the year:-

Chemical Results in Parts per Million

Appearance	..	Clear and bright.						
Colour	Nil
Odour	Faintly chlorinous.
Reaction pH	8.0
Free carbon dioxide		2
Electric conductivity		315
Dissolved solids dried at 180°C.		210
Chlorine present as Chloride	22
Alkalinity as Calcium Carbonate	85
Hardness : Total	130
Carbonate	85
Non-carbonate	45
Nitrate Nitrogen	4.9
Nitrite Nitrogen	Absent
Ammoniacal Nitrogen	0.06
Oxygen absorbed	0.20
Albuminoid Nitrogen	0.00
Residual Chlorine	0.06
Metals	..	Iron, Zinc, Copper and Lead				Absent

Bacteriological Results

	1 day at 37° C.	2 days at 37° C.	3 days at 20-22° C.
Number of colonies developing on Agar	0	0	0
	Present in	Absent from	Most probable number
Presumptive Coliform reaction	-	100	0
Eact. coli (Type I)	-	100	0
Cl. welchii reaction	-	100	0

Report

"This sample is clear and bright in appearance, has a reaction on the alkaline side of neutrality and is free from metals. The hardness of the water is very moderate and it contains no excess of mineral or saline constituents in solution. It conforms to the highest standard of organic quality and bacterial purity.

These results indicate a pure and wholesome water suitable for drinking and domestic uses."

Fluoride is present naturally and in varying amounts in almost all drinking waters; the local supply has a fluoride content of 0.1 part per million. The advisability of artificially increasing the fluoride concentration in local supplies to the recommended optimum of 1.0 part per million, with the object of reducing the incidence of dental disease, has been carefully considered by the Surrey County Council, as Local Health Authority, and consultations are now taking place with the various water undertakers likely to be concerned.

Swimming Baths and Pools

There are two public swimming baths in the Borough. Both are covered baths owned and controlled by the Corporation, and are equipped with the necessary plant for continuous filtration and chlorination. The baths are filled from the public mains and are emptied and re-filled if the chemical quality of the water tends to fall below the required standard; such action was not necessary in 1965.

In addition to the chemical tests that are made at least five times a day by the Baths Manager, samples of water from both baths were submitted to analysis at the height of the bathing season, and were reported to be of satisfactory organic and bacterial purity.

Samples of water from three open-air swimming pools at local schools were also submitted for analysis. All were reported to be satisfactory, except in one instance, where the Analyst drew attention to the absence of residual chlorine; subsequent tests showed that the deficiency in this respect had been effectively remedied. One other open-air swimming pool - at Albury Manor School, Merstham - came into use in the late Summer. While full scale analysis of the water was not thought to be necessary at that time, repeated chemical tests indicated that it was of satisfactory quality. All these baths are now equipped with automatic and continuous filtration and chlorination plant, and the Public Health Inspectors, who periodically inspect the pools, are provided with the necessary apparatus for checking the efficiency of the plant in operation.

Advice was given with regard to the maintenance of acceptable standards at two privately owned swimming pools - one at a local motel and the other at a private house.

Drainage, Sewerage and Sewage Disposal

The arrangements for drainage, sewerage and sewage disposal are reasonably adequate in all parts of the Borough. Extensions and improvement carried out during the year included the laying of 833 lineal yards of surface water sewer and 370 yards of foul sewer, for the most part in connection with private development.

There was no important change in the arrangements made by the Borough Engineer & Surveyor for the emptying and disposal of cesspool contents.

Forty-two premises have septic-tank/filter-bed systems of sewage disposal. Three installations, draining individual properties, were overhauled and repaired during the year. This was necessary because of complete breakdown of the system, resulting from lack of proper maintenance.

Closet Accommodation

All dwellings in the Borough are on the water carriage system, with the exception of about seven properties on the rural outskirts of the district, where the apparatus available is a pail or chemical closet, and disposal of sink waste liquids is to some form of cesspool or soakaway. No such properties were converted to the water carriage system during the year.

Rivers and Streams

The streams and surface water courses in the area are regularly inspected and all necessary action is taken to render them free from obstruction, pollution and rodent infestation.

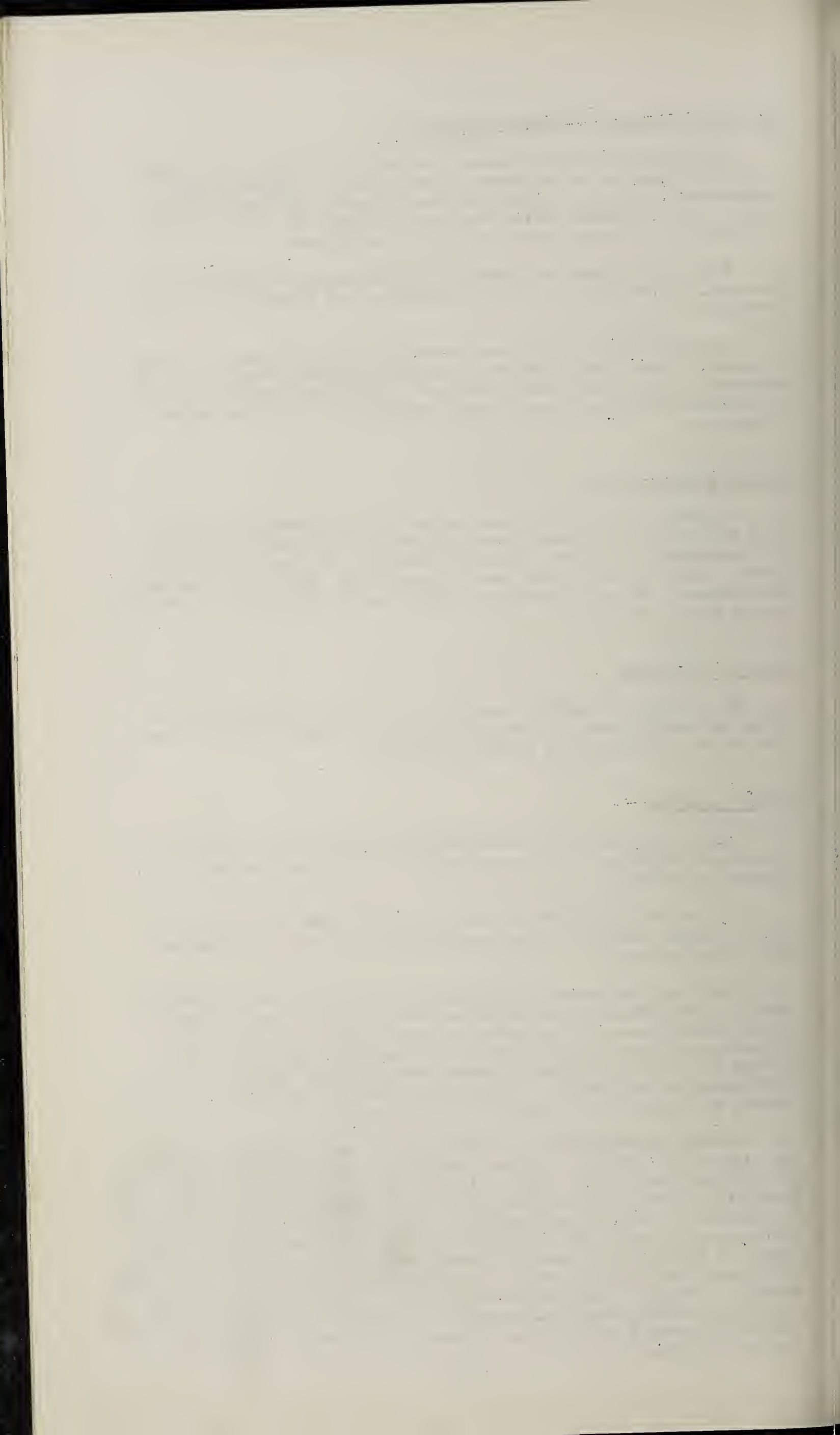
Public Cleansing

I am indebted to the Cleansing Superintendent for the following information relating to the arrangements for the collection and disposal of refuse:-

"The refuse collection in 1965 closely followed the pattern of 1964, a weekly collection from domestic premises being the exception rather than the rule.

Work Study was introduced during the year and it was confidently expected that implementation of recommendations made on completion of a survey would enhance the prospects of recruiting staff by the offer of increased financial inducement to new recruits, and thus help to restore a weekly collection of refuse throughout the Borough. The introduction of an Incentive Bonus Scheme had to be postponed, however, because of unexpected delays and difficulties.

Although there has been an increase in volume of refuse during the last ten years, this has been more manifest in the year under review than at any other time. This is largely due to considerable increase in packaging and wrapping materials, but is also influenced by the increasing installation of central and background heating, a reduction in the fuel residue content and a growing inability, because of the absence of open fires, to burn items of household waste, such as greasy and dirty paper, cellophanes and plastics, etc; consequently these have to be put in the dustbin. To cope with this increase in bulk, another large capacity continuous loading compression vehicle was introduced during the year and it is intended that similar vehicles will be added to the fleet in the near future.



The type of domestic and industrial development taking place in the Borough has led to the introduction of more large capacity containers for the temporary storage of refuse and there is every indication that this form of storage will be further developed, to the mutual benefit of the Local Authority and users of business premises; they will, additionally, play their part in facilitating storage of refuse at blocks of flats, etc.

The practice of collecting and disposing of all types of domestic discards, such as radios, T.V. sets, washing machines and furniture has continued and the demand for this service continues to grow. A service is available for the collection and disposal of abandoned cars and was introduced primarily to avoid cars becoming abandoned. The Corporation are prepared to accept cars at the Refuse Disposal Works for disposal and they are also prepared to collect them on request from local residents for a nominal charge; 183 cars were disposed of under these arrangements, making a total of 282 since the inception of the scheme in December, 1963.

The tonnage of refuse disposed of continues to increase and the increasing volume is now presenting serious difficulties from a disposal point of view. The Refuse Disposal Plant is working to full capacity, with incineration of refuse continuing twenty-four hours a day throughout the week. On review of the disposal arrangements, it was decided that the disposal of refuse on behalf of the Dorking & Horley R.D.C. should be discontinued in March, 1966."

Sanitary Inspection of the Area

A classified statement of the number of premises visited, the defects or nuisances discovered, and the action and result of action taken in respect of them will be found in the report of the Chief Public Health Inspector.

Shops and Offices

In accordance with local practice, all plans submitted to the Borough Engineer & Surveyor relating to shops are passed to the Chief Public Health Inspector to enable him to offer advice or suggestions, more particularly with regard to ventilation of shop fronts, lighting, sufficiency of sanitary accommodation, water supply and drainage.

The Offices, Shops & Railway Premises Act, 1963, which made provision for the safety, health and welfare of persons employed in such premises, came into operation in August, 1964. Although most of the premises to which the Act applies have been registered, relatively few inspections were possible in that year. The rate of inspection was considerably accelerated in 1965, on the appointment of a Technical Assistant to share in the inspections and follow-up visits. Particulars of these are summarised in the report of the Chief Public Health Inspector.

Camping and Caravan Sites

The Corporation Caravan Site in Three Arch Road, Redhill, has accommodation for a maximum of thirty-nine caravans and is almost exclusively restricted to applicants having residential or occupational connections with the Borough. As far as possible, one plot is kept vacant and so immediately available for urgent and special cases. The site has continued to serve its purpose satisfactorily in helping to meet the needs of local caravan dwellers. There were ten new lettings in 1965, and a total of forty-nine families were in occupation at some time during that year.

There are also two privately owned caravan sites with accommodation for about 142 caravans. At one of these sites there are specially prepared plots for thirty-two caravans of the "Mobile Home" class, each provided with mains water, electricity, internal water closet, bath and main drainage connection. Proposals for the preparation of other plots on this site for the same purpose were under consideration at the end of the year. The facilities and amenities generally at both these sites have now been improved to conform with the Model Standards for Caravan Sites.

No new licences were granted in respect of individual caravans intended for permanent residential use. One of the two existing licences lapsed on the removal of the caravan from the White Bushes site early in the year and the other, relating to a caravan at a farm at Upper Gatton, was renewed for a further period.

Atmospheric Pollution

Three contraventions of the Dark Smoke (Permitted Periods) Regulations were recorded in the Borough during the year. These were brought to the notice of the firms concerned, with satisfactory results in each case.

There were five complaints of smoke nuisance from fires in the open. One related to the burning of the rubber covering of electric cables, which was permanently discontinued on the advice of the Public Health Inspector. In the other four, which related to garden bonfires, some improvement followed appeals to those responsible to have a little more consideration for their neighbours.

There were eight notifications of the installation of new boiler plant above the defined rating or capacity, all of them being at business premises. The obligation to notify such installations is being brought prominently to the notice of those to whom it is likely to apply.

Eradication of Bed Bugs

No case of infestation by bed bugs was reported or dealt with during the year. Infestations of this nature are now very rarely encountered in the Borough.

Registered Common Lodging Houses

There are no registered common lodging houses in the Borough.

Factories Act, 1961

In accordance with the requirements of Section 153 (i) (a) of the Factories Act, 1961, I submit the following particulars of action taken during 1965 in relation to factory premises:-

(1) Inspections

Premises	Number on Register	Number of		
		Inspee- tions	Written Notices	Occupiers Prosecuted
(i) Factories in which Sections 1,2,3,4 and 6 are to be enforced by Local Authorities	19	10	-	-
(ii) Factories not included in (i) in which Section 7 is enforced by the Local Authority	200	61	-	-
(iii) Others	33	33	-	-
TOTALS	252	104	-	-

(2) Cases in which Defects were found

Particulars	Number of cases in which defects were found				Number of cases in which prosecutions were instituted
	Found	Remedied	Referred to H.M. Inspector	Referred by H.M. Inspector	
Want of cleanliness	-	-	-	-	-
Overcrowding	-	-	-	-	-
Unreasonable temperature	-	-	-	-	-
Inadequate ventilation	2	1	-	-	-
Ineffective drainage of floors	1	1	-	-	-
Sanitary conveniences					
(a) insufficient	3	3	-	1	-
(b) unsuitable or defective	3	2	-	-	-
(c) not separate for sexes	-	-	-	-	-
Other offenees (not including offenees relating to Outwork)	3	2	-	-	-
TOTALS	12	9	-	1	-

(3) Out Work Sections 133 and 134

In compliance with the requirements of Section 133 (i) (e) notice was given by one local employer in respect of fifty-five outworkers engaged by him in the painting of small plastic articles.

Four lists were received from other Authorities in relation to five outworkers, two of whom were engaged in the making or altering of wearing apparel, and the other three in the making of stuffed toys. It was found, on inspection, that the work was not in any instance being done in unwholesome premises. No action was required in respect of contraventions.

SECTION III

HOUSING

Statistical particulars relating to the demolition, closure and repair of unfit houses under the Housing and Public Health Acts are now submitted quarterly to the Ministry of Housing and Local Government.

The particulars supplied under these headings in respect of the year 1965, are briefly summarised as follows:-

(a) (i)	Houses demolished in Clearance Areas (Housing Act, 1957, Section 42)	22
(ii)	Families displaced from Clearance Areas		24 (53 persons)
(b)	Individual unfit houses dealt with (Housing Act, 1957, Sections 16 & 17) -		
(i)	Demolished	4
(ii)	Closed	1
(iii)	Families displaced	2 (2 persons)
(c)	Unfit houses made fit -		
(i)	Informally - by owner	70
(ii)	After formal notice	2

The following information is of interest:-

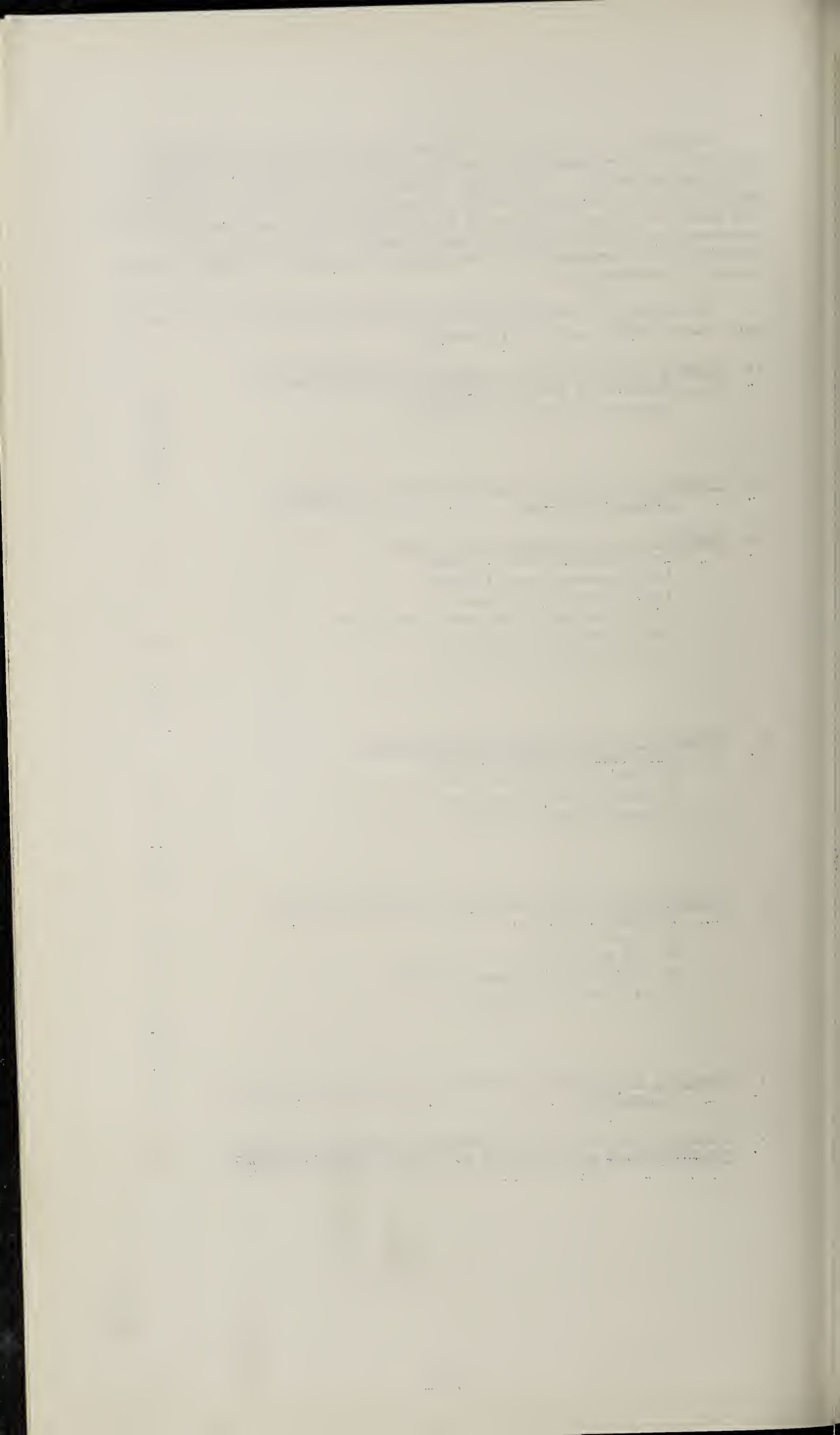
(d)	Number of dwelling-houses inspected for housing defects (under Public Health or Housing Acts)		409
(e)	Number of dwelling-houses - included in (d) above - inspected and recorded under Housing Consolidated Regulations, 1925 and 1932	16
(f)	Number of dwelling-houses represented as unfit and suitable for statutory action -		
(i)	Under Section 42, Housing Act, 1957		Nil
(ii)	Under Sections 16 & 17, Housing Act, 1957		2
(iii)	Under Section 18, Housing Act, 1957		3
(iv)	Local Authority owned houses certified unfit by the Medical Officer of Health		Nil
(g) (i)	Number of dwelling-houses overcrowded at end of 1964	2
(ii)	Number of new cases of overcrowding reported during 1965	1
(iii)	Number of cases relieved during 1965		3
(iv)	Number of dwelling-houses overcrowded at end of 1965	Nil

No further area in the Borough was officially represented for clearance in 1965. Demolition Orders were made in respect of two dwelling-houses in Warwick Road, Redhill, which were later offered and accepted for inclusion in a Clearance Area. Closing Orders were made in respect of three properties in Brighton Road and Linkfield Street, Redhill and Alma Road, Reigate, but did not become operative before the end of the year. A Compulsory Purchase Order made in the previous year in respect of fifteen dwelling-houses in the Cromwell Road district of Redhill was confirmed by the Minister, without modification, following a Public Enquiry.

Twenty-two properties in Clearance Areas and four individual unfit houses were demolished, and one house was closed in pursuance of a Closing Order. At the end of the year a total of 316 unfit dwellings had been demolished or closed and 287 families, comprising 768 persons, had been re-housed in accordance with the Council's programme for the clearance of unfit houses. There are now relatively few properties in the Borough in respect of which similar action is contemplated.

The Council's Housing Manager has kindly supplied the following particulars with regard to rehousing:-

1.	<u>Number of new dwellings completed during the year</u>	
	Erected by Borough Council	99
	Erected by private enterprise	260
		<hr/> 359
2.	<u>Number of flatlets for elderly people, obtained from conversions</u>	15
3.	<u>Families rehoused from waiting list:-</u>	
	In permanent Council houses	20
	In permanent Council flats	77
	In old people's bungalows	1
	In prefabricated temporary bungalows	-
	In old people's flatlets	28
	In miscellaneous property	5
		<hr/> 131
4.	<u>Families rehoused from Clearance Areas:-</u>	
	In permanent Council houses	6
	In permanent Council flats	13
	In old people's bungalows, etc.	1
	In miscellaneous property	1
		<hr/> 21
5.	<u>Families transferred from miscellaneous property:-</u>	
	To Council houses	5
	To Council flats	4
	To old people's flatlets (new)	3
	To other miscellaneous property	7
	To old people's bungalows	1
		<hr/> 20
6.	<u>Families transferred from one type of Council dwelling to another:-</u>	174
7.	<u>Tenants of other Local Authorities who have exchanged accommodation with tenants of Reigate Borough Council:-</u>	10



SECTION IV
INSPECTION AND SUPERVISION OF FOOD

Milk Supply

In compliance with the requirements of the Milk (Special Designation) (Special Areas) (No.2) Order, 1954, all milk sold by retail in the Borough must be heat-treated, i.e. pasteurised or sterilised, with the exception of tuberculin-tested milk.

Milk supplies are sampled frequently on the lines and for the purposes mentioned in previous reports. The laboratory findings on samples examined in 1965 are summarised in Table IV, and show that the milk on sale locally reaches a high standard of bacterial purity.

Twenty-seven samples of untreated milk and 95 samples of pasteurised milk were submitted for examination and passed the prescribed test for keeping quality. The former were also examined for the presence of brucella abortus, with completely negative results.

All the samples of pasteurised and sterilised milk satisfied the prescribed tests, indicating that the heat treatment had been correctly and efficiently applied.

Five samples of untreated milk submitted to biological examination were reported to be free from living organisms of tuberculosis. This periodic biological test is confined to farm-bottled tuberculin-tested milk that will not be subjected to heat treatment before delivery to the consumer. There are now only two local producers of such milk, which is sold by retail at a dairy in the Borough.

TABLE IV
RESULTS OF BACTERIOLOGICAL EXAMINATION OF MILK

1. Tests required by Regulations governing Special Designations

No. of Samples	Methylene Blue			Phosphatase		Turbidity
	Satis- factory	Unsatis- factory	Test Void	Satis- factory	Unsatis- factory	Satis- factory
Untreated: 27	27	-	-	-	-	-
Pasteurised: 95	95	-	-	95	-	-
Sterilised: 3	-	-	-	-	-	3

2. Biological Examination

No. of Samples	Tubercle Bacilli +	% Tubercle Bacilli +
5	Nil	0.00

Milk (Special Designation) Regulations, 1963

The Regulations of 1960 greatly simplified the administrative work in the issue of licences to dealers in designated milk. Such licences became valid outside the area of the licensing authority and supplementary licences were discontinued, dealer's (pre-packed milk) licences became available for any or all of the special designations and remained in force for five years, instead of one year. The current quinquennial period expired on 31st December, 1965.

These Regulations were amended by The Milk (Special Designation) Regulations, 1963 which provided, inter alia, that after 1964 "Untreated" milk shall replace "Tuberculin-Tested" as the special designation for raw milk. Licensing for periods of five years continues as before.

Four dealer's licences were issued in 1965, all to include the new designation of "Untreated". The licences in force were all renewed towards the end of the year for the next quinquennial period up to the 31st December, 1970, as follows:-

1 Pasteuriser's licence, in respect of a pasteurising plant at a dairy in Reigate.

31 Dealer's (pre-packed milk) licences, permitting the sale of milk of various designations from thirty-eight premises in the Borough.

Adulteration, etc.

No special action was necessary under Sections 47 and 48 of the Food & Drugs Act, 1955, nor under the Public Health (Dried Milk) Regulations, 1923 to 1948, and the Condensed Milk Regulations, 1959.

All articles submitted to the Public Analyst were examined for the presence of preservatives, in accordance with the Preservatives in Food Regulations, 1962. No contravention of the Regulations was reported.

The Liquid Egg (Pasteurisation) Regulations, 1963

These Regulations came into force on 1st January, 1964, and prescribed for the pasteurisation of all liquid egg to be used in food for human consumption, other than egg "broken out" in the food manufacturers' premises and used within twenty-four hours. The method of pasteurisation and the test to be applied were laid down in the Regulations.

There are no egg pasteurisation plants in the Borough, but three samples of liquid egg were collected at local bakeries and submitted to laboratory examination; all satisfied the prescribed test.

Chemical and Bacteriological Examination of Food

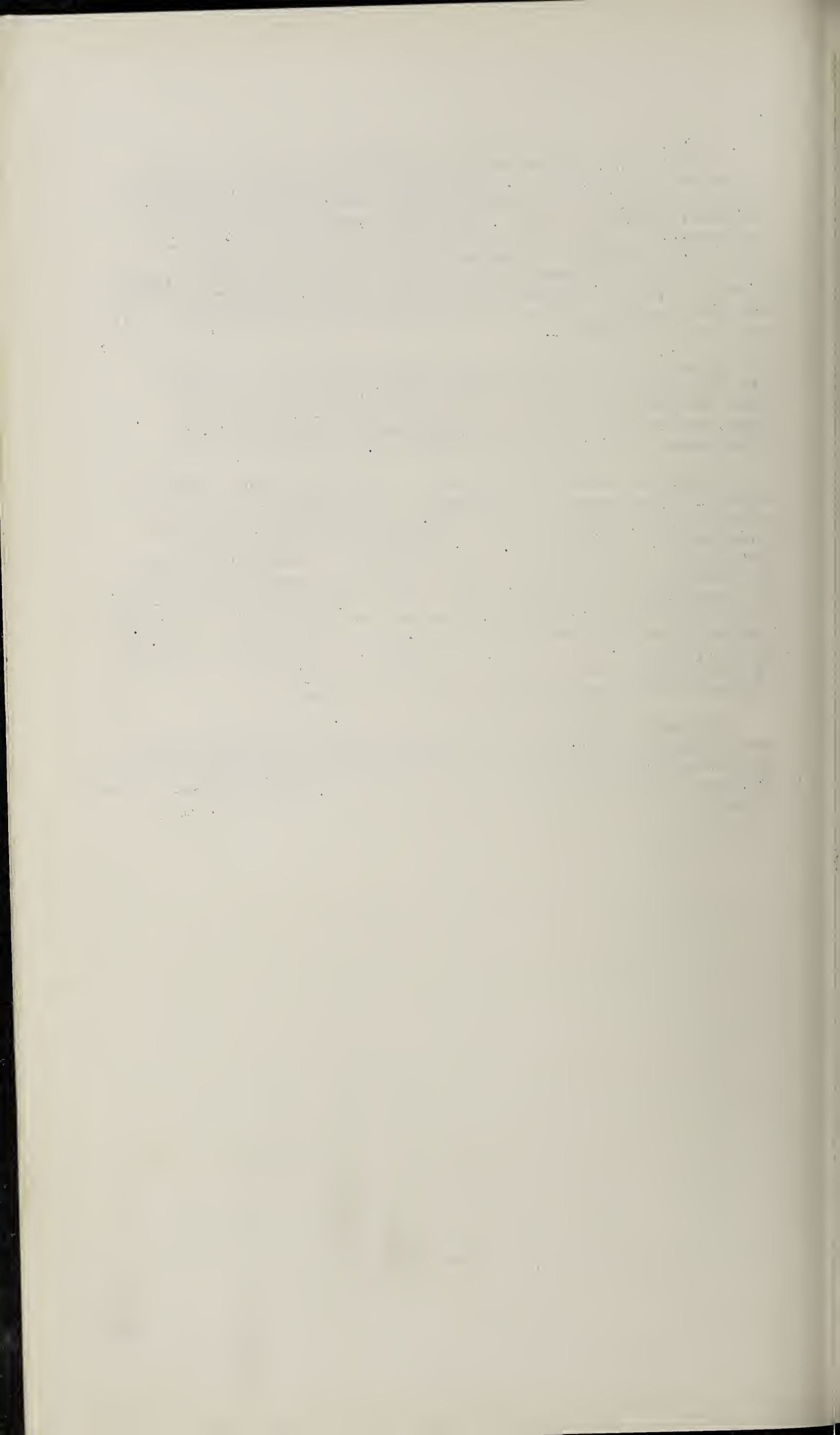
Samples for chemical analysis are sent to the Council's Analyst, Mr. D.D.Moir, M.Sc., F.R.I.C., and samples of milk and ice-cream for biological and bacteriological examination to the Public Health Laboratory at Epsom.

There are now four premises in the Borough at which ice-cream is manufactured for sale. In each case soft ice-cream is made from a sterile cold mix in a freezing machine, from which it is directly dispensed through a nozzle. Two of the premises are sweet confectioner's shops and have been registered for the manufacture of ice-cream, while the other two are cafes and exempt from registration. The proprietors of these establishments have accepted a code of practice formulated by the Chief Public Health Inspector for the proper control, cleansing and sterilisation of the freezing machines and equipment.

A total of 132 confectioners, grocers, fruiterers, newsagents, etc., are registered for the retail sale of ice-cream which, in every instance, is obtained pre-packed from one or other of the large manufacturing and distributing firms. Hotels, catering establishments and cinemas are exempt from registration.

Twenty-one samples of ice-cream - two from registered retailers, eighteen from caterers in the Borough, and one from an ice-cream vehicle - were examined for bacterial quality by submission to the methylene-blue reduction test. Fifteen of these were placed in provisional Grades I and II, indicating that a satisfactory standard of cleanliness had been observed in manufacture, storage and handling. Of the remaining six samples, three were of proprietary brands of ice-cream taken from catering establishments, one being placed in Grade III and two in Grade IV, and three were samples of soft ice-cream and were placed in Grade III. Detailed investigation, supervision and advice by the Public Health Inspectors resulted in satisfactory results being obtained on subsequent samples in all these cases.

Intermittent variations in the bacteriological standards achieved, even on samples of ice-cream from unopened packs as distributed from the factory, and more so in the case of that sold from vehicles, clearly indicates the need for enforceable statutory standards applicable to the product.



SECTION V

PREVALENCE OF, AND CONTROL OVER, INFECTIOUS AND OTHER DISEASES

Provision of Isolation Hospital Accommodation

The provision of hospital accommodation for the isolation and treatment of cases of infectious diseases is the responsibility of the Regional Hospital Board. Patients from the Borough are usually admitted to the Godstone Infectious Diseases Hospital at Bletchingley, if the required accommodation and facilities are available; otherwise they are sent to suitable hospitals in other parts of the Hospital Region.

The disposal to various hospitals of the six infectious cases requiring institutional care in 1965, was as follows:-

Redhill General Hospital	3 cases (All Puerperal Pyrexia)
East Surrey Hospital	2 " (1 Puerperal Pyrexia) (1 Pneumonia)
Queen Mary's Hospital for Children	1 case (Whooping Cough)

In addition, several cases of uncomplicated minor infections were admitted to hospital, on the recommendation of the Medical Officer of Health, on grounds of inadequate facilities for home isolation.

Notifiable Infectious Diseases

The action taken on receipt of a notification that a person is suffering from an infectious disease is fully described in previous reports.

The exclusion from school of infected persons and contacts is carried out generally in accordance with the suggestions contained in the Memorandum issued jointly in 1956 by the Ministry of Education and the Ministry of Health.

Table V shows the numbers of cases of the various notifiable infectious diseases (other than tuberculosis) recorded in the area during the calendar year, classified according to the age of the patient, together with the numbers of cases removed to hospital and the total deaths from each disease. The prevalence of the various diseases is reviewed below.

Smallpox

No confirmed or suspected case of smallpox was reported in the Borough in 1965.

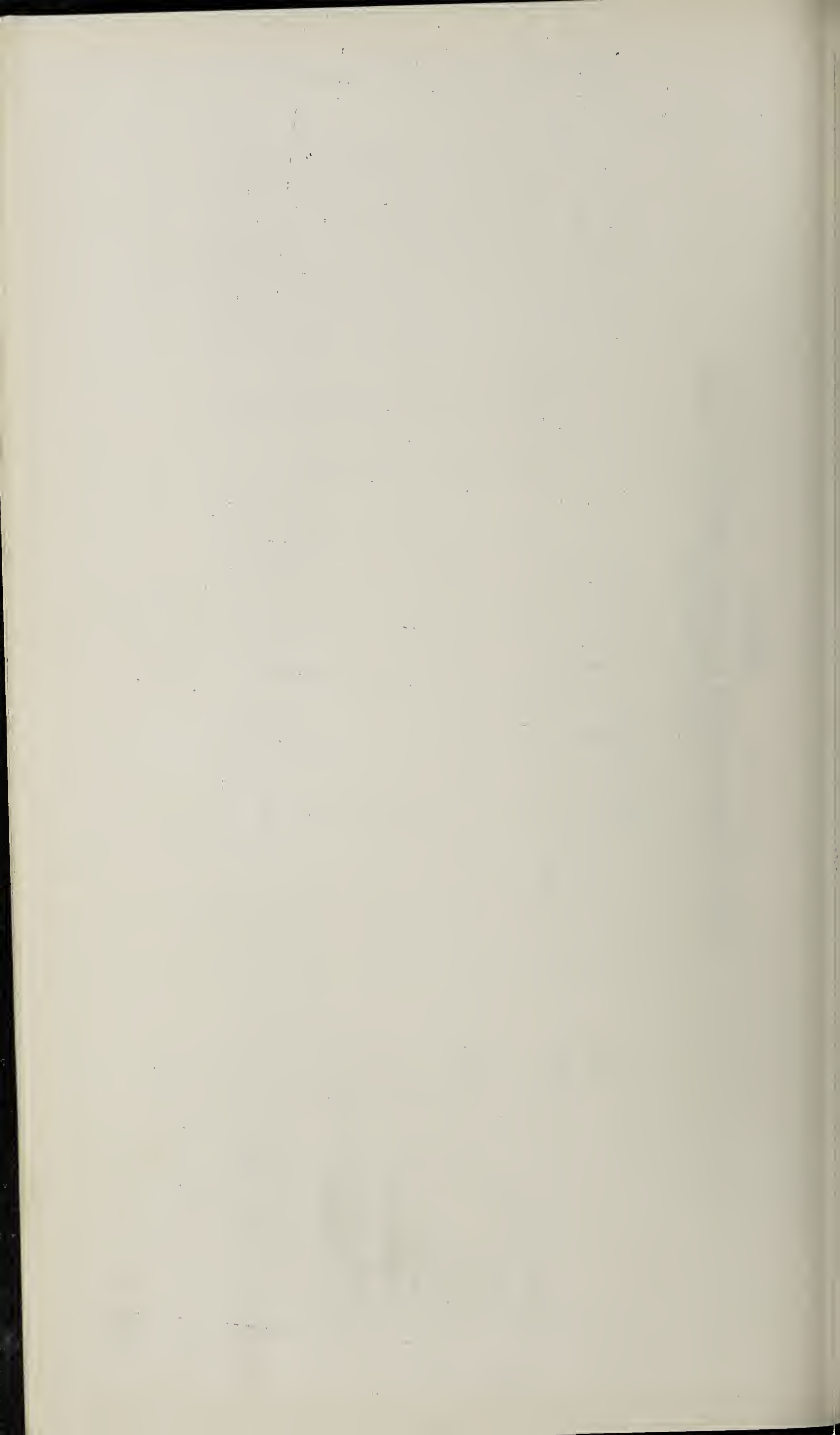
Notification was received of eleven Borough residents who had recently returned from declared smallpox infected or endemic areas and did not hold valid International Certificates of Vaccination against smallpox. All were visited and offered vaccination, where advisable, and were kept under surveillance for the prescribed period.

TABLE V

CASES OF INFECTIOUS DISEASE (OTHER THAN TUBERCULOSIS) NOTIFIED
DURING THE YEAR, 1965

	Under 1 year	Cases notified in age periods										Totals	Total cases removed to Hospital	Total deaths
		1 to 2	2 to 3	3 to 4	4 to 5	5 to 10	10 to 15	15 to 20	20 to 35	35 to 45	45 to 65	65 and over		
Scarlet Fever	-	1	3	3	1	5	-	-	-	1	-	-	-	-
Whooping Cough	2	-	-	2	-	8	1	1	-	-	1	-	1	-
Measles	14	23	48	40	45	81	10	8	1	-	-	-	-	-
Dysentery	-	-	-	-	1	1	-	-	-	-	-	-	-	-
Pneumonia	-	-	1	-	-	-	-	-	1	3	6	2	1	37 #
Puerperal Pyrexia	-	-	-	-	-	-	-	1	2	1	-	-	4	-
Trypsin	-	-	-	-	-	-	-	-	1	-	2	1	-	-
Food Poisoning	-	-	-	-	-	-	-	-	-	-	1	-	-	-
TOTALS	16	24	52	45	47	95	11	10	5	5	10	3	6	37
Totals 1964	19	50	48	65	55	171	9	10	14	4	2	4	27	34

* All forms



Scarlet Fever

The fourteen notified cases of scarlet fever represent a relatively low rate of prevalence and were practically confined to children in the younger age groups. All were mild in clinical type and none required isolation or treatment in hospital. The examination of immediate contacts of these cases led to the detection of three symptomless carriers, in respect of whom appropriate measures were taken.

Whooping Cough

The prevalence of whooping cough was the lowest yet observed and was, as usual, mainly related to children under school age and those recently admitted to infants' departments. Multiple cases in the same households were not uncommon. The clinical course of the disease was generally very mild and, especially so, where modified by previous protective vaccination. In only one case was institutional care considered to be necessary. No mortality was attributed to whooping cough or its complications.

Measles

There were 270 notified cases of measles, as compared with 387 in 1964 and 1311 in 1963. Most of these were reported in the first quarter of the year, after which the outbreak subsided abruptly.

Immune serum was supplied for the protection of one susceptible measles contact, on the recommendation of the medical practitioner in attendance.

Dysentery

There were two reported cases of bacillary dysentery. One, of Flexner type, was reported from a residential institution and the other, due to S. Sonnei, from a private household; investigation of immediate contacts of the latter led to the discovery of two symptomless carriers of the infecting organism. All recovered satisfactorily.

Appropriate precautionary measures were taken in relation to three other known carriers of dysentery organisms. All were kept under close surveillance until their freedom from infection had been established by laboratory methods.

Pneumonia

The notified cases of pneumonia occurred mainly in the first and fourth quarters of the year and amongst persons in the advanced age groups. The total number of cases was very much smaller than usual, probably because of the low prevalence of influenza, of which pneumonia is not infrequently a complication. One case was removed to hospital and the others were successfully nursed in their own homes, with any necessary assistance from the domiciliary health services.

The mortality attributed to pneumonia was also much below the average and was mainly confined to the elderly, in whom the respiratory complication occurred as a terminal episode in association with heart failure, injury or chronic disease. The fact that pneumonia of this type is not officially notifiable explains the apparent inconsistency in the ratio of deaths to notified cases.

Puerperal Pyrexia

Four women, all of whom were patients in local maternity units, were notified as suffering from rise of temperature in the lying-in period. The total number of cases is very much smaller than usual.

Erysipelas

This infection, though still officially notifiable, has ceased to have much epidemiological significance. The four cases reported in 1965 all recovered satisfactorily.

Food Poisoning

Only one confirmed case of bacterial food poisoning, due to infection with *S. typhi-murium*, was notified in the Borough in 1965. There was fairly conclusive evidence that the infection in this case had been contracted abroad.

Poliomyelitis

For the seventh consecutive year there was complete freedom from cases of acute poliomyelitis. A local resident, who was known to have been in contact with the disease elsewhere, was kept under observation.

Other diseases

Fourteen cases of acute illness, which were believed to be infective in origin, were admitted to hospital for investigation. They included five of gastro-enteritis, four of upper respiratory infection, three of meningitis and two of generalised skin eruption. Only four of these were subsequently confirmed as cases of bacterial or viral infection.

A total of 111 specimens from suspected cases and contacts of infectious diseases were submitted for laboratory examination by the staff of the Public Health Department.

With the agreement and co-operation of the authorities concerned, arrangements have been made for the collection and examination of stool specimens from immigrant staff taking up duty in connection with the preparation, cooking and serving of food in large residential institutions in the Borough, and from infants prior to their admission to the County Council's day nursery. This procedure has, on occasion, led to the detection of hitherto unsuspected intestinal infection of potential danger to others and is regarded as a valuable protective measure directed to particularly vulnerable sections of the community.

Tuberculosis

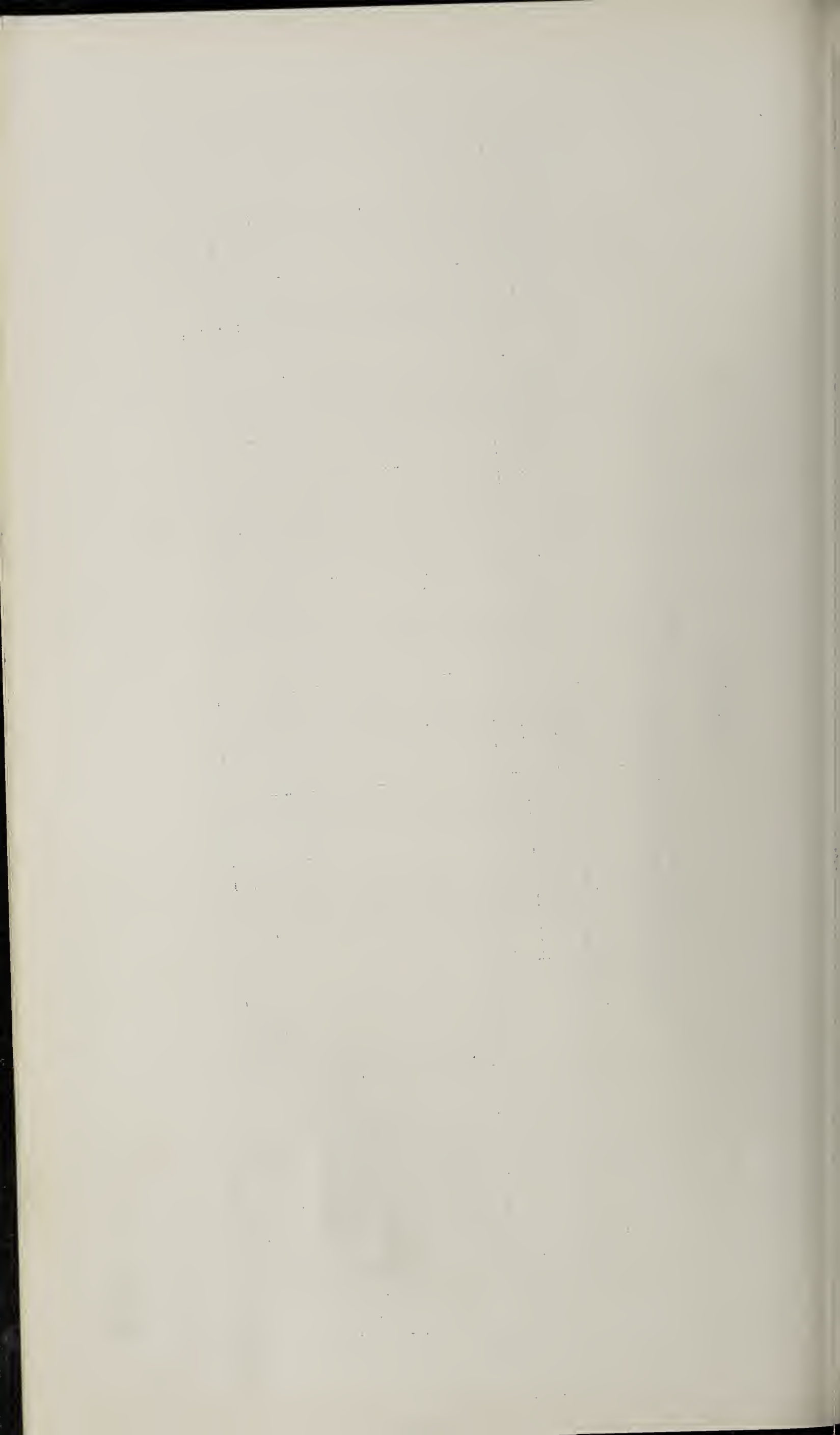
Particulars of the new cases of tuberculosis which came to the knowledge of the Medical Officer of Health during the year are set out in Table VI, together with an analysis of the deaths in the area from this disease during the same period.

Nine new cases of tuberculosis of the lungs were notified in 1965, as compared with six in 1964 and five in 1963, representing a case rate of 0.16 per 1,000 of the population; this is approximately one-third of the average annual rate for the ten year period from 1953 to 1962. The increase in 1965 was related to males in the intermediate age groups and had no significant association with conditions of occupation or environment. Three of the notified cases were coloured immigrants from countries with a high incidence of respiratory tuberculosis, but there was no evidence that they had clinical symptoms of the disease on arrival; in fact, all were reported to have had chest x-ray examination, with satisfactory results, shortly before their departure from their respective countries of origin.

TABLE VI

New cases of Tuberculosis, and all Deaths from the Disease in the Area during 1965, classified according to Age, Sex and Type of Disease

Age Periods	Cases				Deaths			
	Respiratory		Non-Respiratory		Respiratory		Non-Respiratory	
	M	F	M	F	M	F	M	F
Under 1 year
1 - 5 years
5 - 15 years
15 - 25 years
25 - 35 years
35 - 45 years
45 - 55 years
55 - 65 years
65 and upwards
TOTALS	8	1	1	3	1	-	-	1
Totals 1964	2	4	1	2	-	1	-	-



In view of the special susceptibility of the Asiatic races to tuberculosis and some other infections, it is now the established practice to advise long-stay immigrants, both aliens and Commonwealth citizens, on their arrival in this country, or as soon as possible thereafter, of the medical facilities available to them under the National Health Service, with particular reference to chest x-ray examination of adults and B.C.G. vaccination of child dependants. There is reason to believe that immigrants arriving in this area do, in fact, make use of these facilities.

The four new cases of non-respiratory tuberculosis also represent an increase on the corresponding figure for the two preceding years and included one long-stay immigrant who, so far as can be ascertained, became infected in this country, and one relapsed case previously classified as arrested. Although the prevalence of non-respiratory tuberculosis has fallen fairly steadily in the past twenty years, the decline has not been so marked or rapid as with the respiratory type of the disease. The shift in incidence from the younger to the older age groups may well be the result of protective measures specially directed to young children and adolescents.

In addition to the new cases, i.e. those notified for the first time, there were reports of seven previously known cases of tuberculosis (six respiratory and one non-respiratory in type), which had been notified elsewhere and had taken up residence in the Borough. These are under the supervision of the Chest Physician for the area.

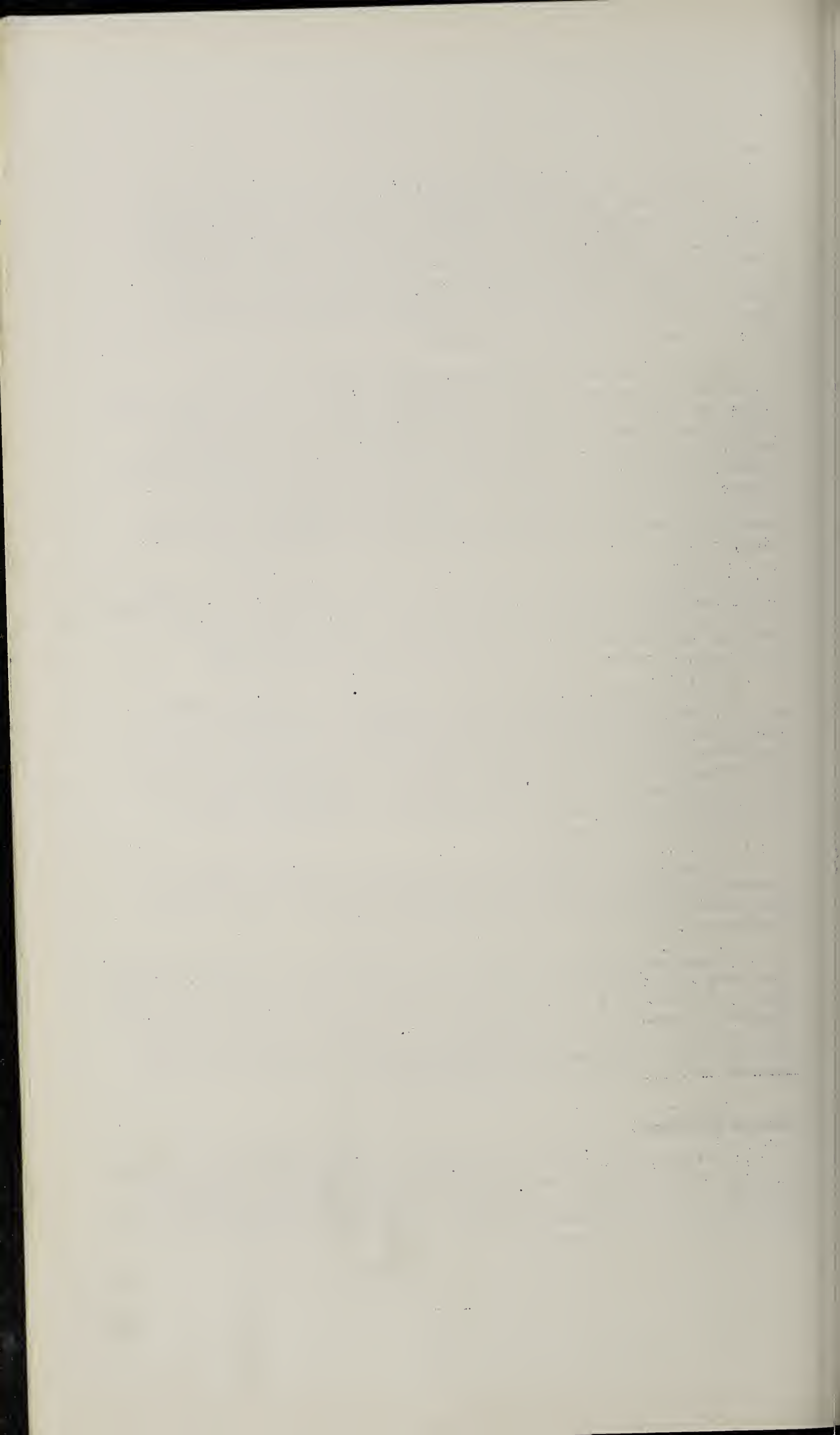
The only death ascribed to lung tuberculosis was of an elderly male in whom the disease was of long standing. The mortality rate (adjusted) for this form of the disease was 0.014 per 1,000 of the population, which coincides with that for 1964 - the lowest recorded in the Borough - and is appreciably below the corresponding rate of 0.04 for England and Wales in the same period. The death recorded by the Registrar General as due to non-respiratory tuberculosis cannot be identified in local records.

The names of forty-nine cases were removed from the register of tuberculous persons; five on death, eight on moving from the district and thirty-six on complete recovery from the disease. Four of the deaths were attributed to non-tuberculous causes.

At the end of the year there were 180 known cases of tuberculosis in the Borough, including 155 (94 males and 61 females) in which the lungs were affected, and 25 (8 males and 17 females) with tuberculosis of other organs. In many of these the disease is quiescent or arrested, but all are regularly visited and supervised by the staff of the local Chest Clinic. The total number of cases represents a reduction of twenty-nine on the corresponding figure for 1964.

Mass Radiography

A total of 3144 persons (1284 males and 1860 females) were examined through the normal Mass Radiography Service at public and industrial surveys in the Borough. Of those so examined, one man was found to be suffering from respiratory tuberculosis and three from lung cancer, which had hitherto been unsuspected.



VACCINATION AND IMMUNISATION

Vaccination against Smallpox

Vaccination against smallpox is not at present undertaken at the County Council's Clinics in the Borough. Particulars of notifications of vaccination performed by private medical practitioners during the year are as follows:-

	<u>0 - 1</u> <u>year</u>	<u>1 - 5</u> <u>years</u>	<u>5 - 15</u> <u>years</u>	<u>Total</u>
Primary Vaccination	79	409	15	503
Re-vaccination	-	7	83	90

The foregoing figures represent a substantial rise in the primary vaccination of infants which, in accordance with official advice, is now postponed until the second year. There is also a rise in the number of re-vaccinations.

Records of vaccinations and re-vaccinations are not now required in respect of persons over the age of fifteen years; these were formerly included in the totals and, for the most part, related to persons who required valid International Certificates of Vaccination for the purpose of foreign travel.

Immunisation against Diphtheria

The numbers of children who completed a full course of immunisation during the year, either at the County Council's Clinics or under private arrangements, are as follows:-

Year of Birth:	<u>1965</u>	<u>1964</u>	<u>1963</u>	<u>1962</u>	<u>1958/61</u>	<u>Others under</u> <u>16 years</u>	<u>Total</u>
	402	332	25	6	10	3	778

In addition, reinforcing doses of diphtheria prophylactic were given to 1316 persons, most of whom were school entrants who had completed a course of immunisation three or four years previously.

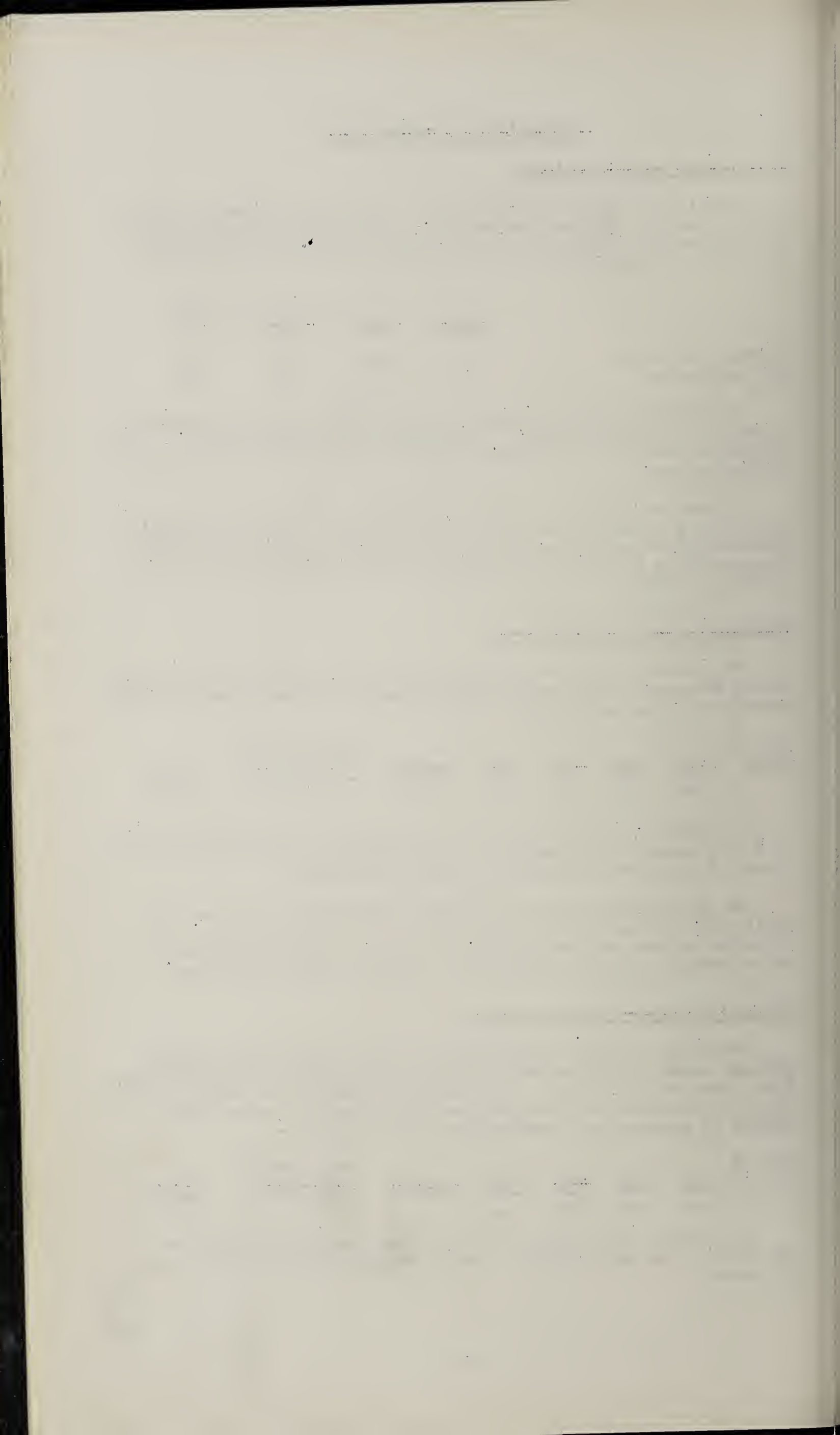
The rate of acceptance of diphtheria immunisation has been well maintained, particularly as regards infants in their first year. It is estimated that not less than 80.0 per cent. of the child population in the Borough have been artificially immunised against diphtheria.

Vaccination against Whooping Cough

The County Council's scheme is aimed at the vaccination against whooping cough of infants under the age of six months, with reinforcing doses about one year later. The numbers of children who completed a full course of immunisation during the year, either at the County Council's Clinics or under private arrangements, are as follows:-

Year of Birth:	<u>1965</u>	<u>1964</u>	<u>1963</u>	<u>1962</u>	<u>1958/61</u>	<u>Others under</u> <u>16 years</u>	<u>Total</u>
	398	328	24	4	3	-	757

Reinforcing injections of whooping cough vaccine were given to 604 children who had completed a course of primary immunisation a year previously.



Vaccination against Tetanus

Vaccination against tetanus is available to children whose parents expressly wish them to be so protected. It is the present practice to advise primary immunisation against tetanus before the age of six months, with reinforcing doses about one year later and again at school entry and between the ages of eight and twelve years. Tetanus vaccine may be given separately, but is usually combined with the agents used for active immunisation against diphtheria. A quadruple vaccine for simultaneous immunisation against diphtheria, whooping cough, tetanus and poliomyelitis is now available, but has not yet been officially approved for general use.

The numbers of persons vaccinated against tetanus in 1965, are as follows:-

0 - 4 years	765
5 - 14 years	122
	<hr/>
	887
	<hr/>
Reinforcing doses	1404

Vaccination against Poliomyelitis

There was no extension of the groups eligible for vaccination under the County Council's arrangements, which include persons up to the age of forty years and those who are considered to be exposed to special risk. Oral vaccine has now superseded Salk vaccine, which is given by injection, and is administered in three doses spread at intervals of four to eight weeks, followed by reinforcing doses three or four years later.

The numbers vaccinated against poliomyelitis by their own doctors or at County Council's Clinics during the year are as follows:-

	<u>Salk Vaccine</u>	<u>Oral Vaccine</u>	<u>Quadrilin</u>	<u>Total</u>
Primary immunisation	6	798	155	959
Reinforcing doses	12	367	59	438

Measles prophylaxis

Immune serum is available through the Public Health Department for the total or partial immunisation of susceptible measles contacts. One request for serum was received during the year.

B.C.G. Vaccination against Tuberculosis

The County Council's arrangements for routine B.C.G. vaccination against tuberculosis extend to thirteen-year-old pupils at County Council and independent schools, and also to some older pupils and students at County Colleges and other establishments for further education. Subject to the consent of their parents, persons in these groups are skin tested to ascertain if they have already had a primary tuberculous infection, and those giving a negative result are offered B.C.G. vaccination. The object of the scheme is to protect young people before they leave school and so widen their range of contact with possible sources of infection

Testing was conducted at seven schools in the Borough during the year, with the following results:-

Number of pupils in age group	517
Number consenting to treatment	401
Percentage consenting to treatment	77.6%
Number Mantoux tested	337
Number of negative reactors	307
Percentage giving negative reaction	91.1%
Number vaccinated	306
Percentage of negative reactors vaccinated	99.0%
Percentage of age group vaccinated	59.1%

In addition to the above, 37 pupils who, for one reason or another, had failed to attend on previous occasions were skin tested; 34 were negative reactors and were successfully vaccinated.

The foregoing figures are roughly in accord with those for recent years, except for reduction in the proportion of pupils giving a negative reaction to the Mantoux test.

While the main purpose of the scheme is the ascertainment and vaccination of children who have not already had a primary infection, it is the usual practice to arrange, where possible, for x-ray examination of positive reactors to exclude the possibility of active infection. No unfavourable x-ray findings were reported during the year.

It was not necessary in 1965 to conduct a special investigation at any school or college in the Borough because of the occurrence of an infectious case of tuberculosis amongst pupils or members of the teaching staff.

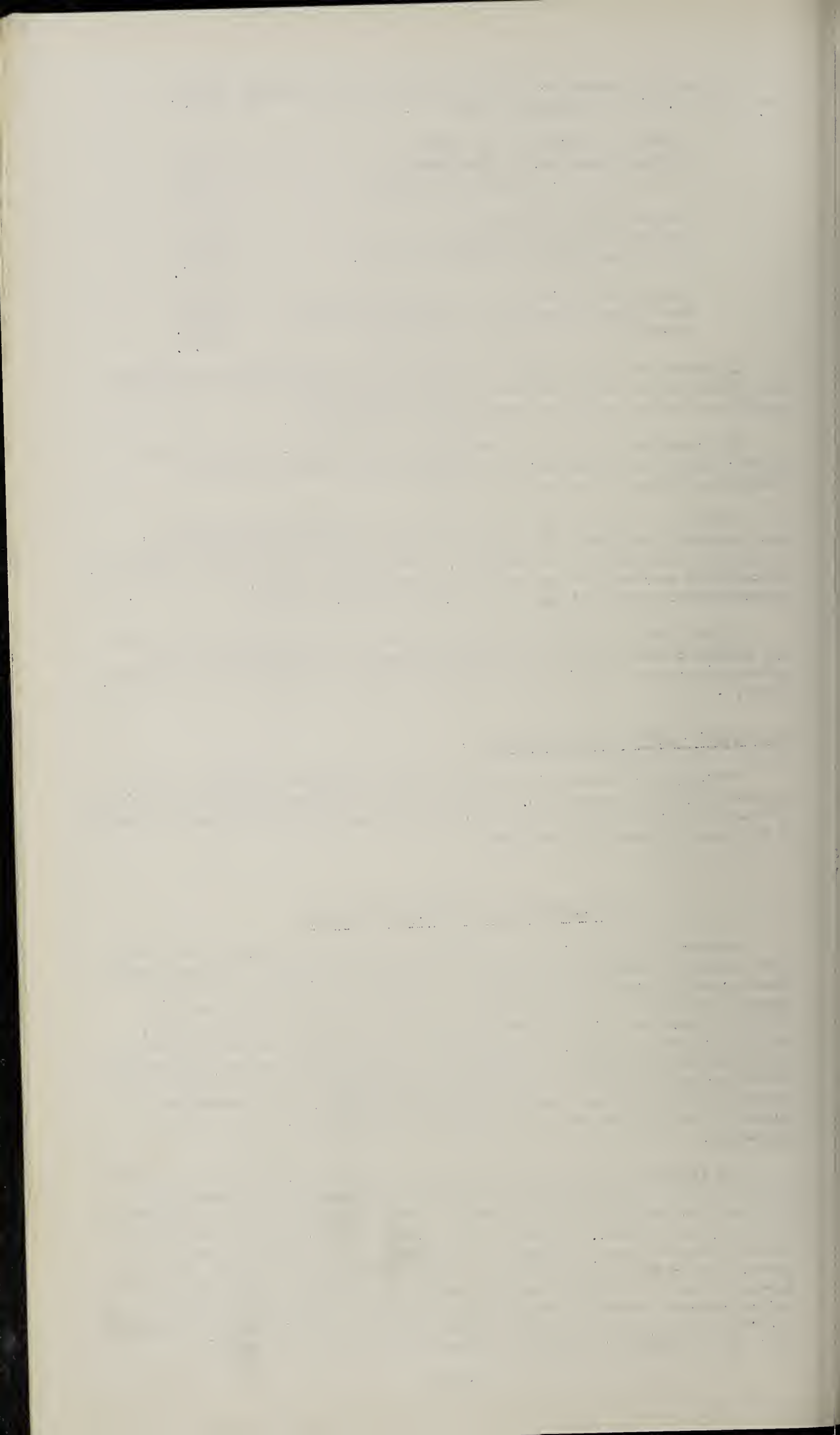
Protection against other diseases

Prophylactic inoculation against other infectious diseases, such as cholera, yellow fever, etc., is necessary in the case of persons proposing to visit foreign countries where these diseases are endemic and is usually undertaken at specified centres.

Non-notifiable Infectious Diseases

Information relating to the prevalence of non-notifiable infectious and contagious diseases is necessarily incomplete, and is obtained mainly from reports of school absentees, the periodic statements of sickness claims submitted to the local office of the Ministry of Pensions and National Insurance in relation to insured persons and the Registrar's weekly returns of deaths. Cases also come to notice through enquiries by employers with regard to quarantine periods, requests for disinfection, casual communications by private medical practitioners and applications for domestic assistance under the Home Help Scheme. The occurrence of cases at the Day Nursery and in residential children's homes is also reported.

The information obtained from these various sources indicated that the prevalence of non-notifiable infectious illness in the Borough in 1965 was exceptionally low and caused little interference with employment or school attendance. Although mild respiratory infections and other winter ailments were, as usual, not uncommon in the early months of the year, there were very few reported cases of typical influenza; the mortality from the latter was the lowest yet recorded. Some 45 cases of chicken-pox occurred amongst schoolchildren, mainly in the last quarter of the year and in the Reigate and Merstham districts. There were also reports of 6 cases of German measles and 4 of mumps.



The advice and assistance of the Public Health Department was sought in connection with an extensive outbreak of infective tonsillitis at a large residential institution. Routine investigation, which involved taking 340 throat swabs, led to the detection of 44 potentially dangerous convalescent cases and carriers who were forthwith appropriately isolated and treated.

In the reports for recent years repeated reference has been made to outbreaks of epidemic vomiting, believed to be of virus causation, and of foot infections. It is pleasing to record that no such occurrences came to the notice of the Department in 1965, though, as regards foot infections, suitable precautionary measures have been advised and are being generally observed at swimming baths, gymnasias and changing rooms at the various schools in the Borough.

Disinfection

There are facilities at the Disinfecting Station for the sterilisation of articles that have been exposed to infection and for the cleansing of verminous persons and their belongings. Provision has been made for the treatment by formalin vapour of books and other articles that are unsuitable for disinfection by super-heated steam. The work undertaken at the Disinfecting Station during the year is summarised in a later section of this report.

The proposals approved by the Borough Council for major alterations and modernisation of the Disinfecting Station, the replacement of obsolete plant and the incorporation of a small laundry unit have had to be held in abeyance because of the present restriction on capital expenditure.

Uncleanliness

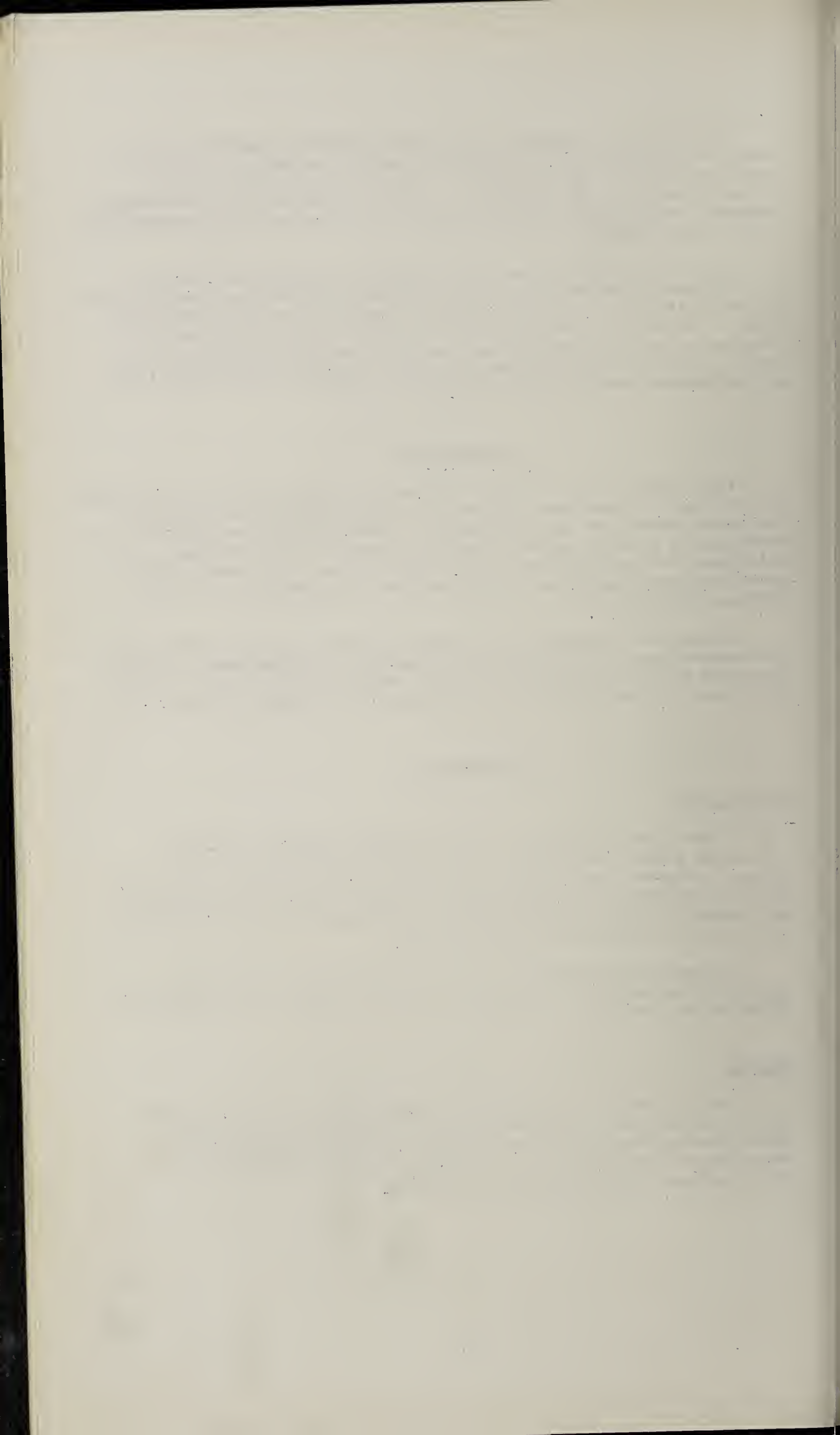
Pediculosis

In the course of selective school hygiene inspections thirteen individual pupils were found to be affected with pediculosis which, in most instances, was of minor degree and confined to nits in the hair. All were promptly and satisfactorily cleansed in their own homes, with any necessary advice and assistance from the Health Visitors, including the loan of nit combs and cleansing agents.

The persons and clothing of two adult males, who were heavily infested with body lice, were satisfactorily cleansed at the Corporation Disinfecting Station.

Scabies

Cases of scabies are now much less common than formerly. Three school children and two adults who were so affected, together with three close contacts, were successfully treated at local clinics and arrangements were made, at the same time, for the disinfection of their bedding, towels and personal clothing.



BOROUGH OF REIGATE.

ANNUAL REPORT OF THE CHIEF PUBLIC HEALTH INSPECTOR

FOR THE YEAR, 1965.

Public Health Department,
Caberfeigh,
24 Hatchlands Road,
REDHILL, Surrey.

To the Chairman and Members of the Public Health Committee

~~Madam~~ Chairman, Ladies and Gentlemen,

It is with pleasure that I submit to you my Annual Report on the work of the Public Health Inspectors during 1965.

Following a poor start to the year on staff, with an Inspector short and the continual absence of my Shorthand-Typist, Mrs. V. Kennedy, conditions improved in the late spring consequent upon both vacancies being filled. It is with regret that one reports the premature retirement in August of Mrs. Kennedy, following service with the Department of more than twenty years; she had been absent for over a year owing to chronic ill-health. With the staff at full strength, and with your concurrence, advantage was taken to initiate changes in the clerical and pest control sections, and a Technical Assistant was engaged for the first time to help the Inspectors on certain specialist work; all assisted towards greater interchangeability, flexibility and ultimate efficiency.

Reviewing the work of the old year in retrospect and some months after the last incident, the following facets appear worthy of brief mention, viz:-

The Cromwell Road redevelopment scheme in Redhill moved a stage nearer conclusion, with the last Clearance Area confirmed and practically the whole of the north side of the road demolished and cleared.

Two small cottages, both parts of buildings long since closed as unfit, were now the subject of schemes of works of repair and were improved and brought into use during the year.

House improvement continued at a steady, if unspectacular, pace - 25 improvements under Standard grants and 30 under Discretionary grants, a total score of over 600 dwellings improved since the main Act of 1959.

Meat inspection at the Merstham slaughterhouse remained uneventful, with the usual 100% inspection achieved despite increased throughput; of the diseases found on inspection tuberculosis was minimal, but cysticercus bovis continued high and well above the national average.

Food inspection and food premises visits were steady, no major problems and standards generally good; the number of complaints rose on food containing foreign material; soft ice cream and that retailed from bulk continued to be an intermittent bacteriological problem.

Operations were mainly routine in the dairy field, milk sampling was maintained without any undue occurrences; new expressions like "ultra heat treated" and "untreated" appeared and "tuberculin tested" disappeared; but the massive exercise of relicensing all distributors of designated milks arose at the end of the year for the next five-years period - doubtful whether the same still serves any useful purpose.

Offices and shops inspections proceeded at a much better pace after midsummer, consequent on staff improvement; with over 700 registered premises on the books the "decks were cleared" for a "broadside" on completing the task in 1966.

The rather new and novel field of accident notification in offices and shops now opened up, sometimes with a humorous side, as instanced by the food delivery man with a zest for living, who leaped the garden gate, lost footing, and precipitated himself into an O.S.R.2 (notification of accident).

CHICAGO, ILL., MAY 1, 1914

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Model Standards for caravan sites were fully implemented on all three sites in the Borough; is the trend now, with pressure from the trade, to bigger and better caravans and consequent new problems?

It was pleasing to look back on a year notable for a continued impeccable standard in the disposal of refuse by controlled tipping at the Merstham tip, operated by the neighbouring London Borough to the north.

In pest control it was an "up" year for wasp nests incidence and a "down" year for most other common insect pests; the bed-bug of yesteryear appears to be virtually extinct, thank goodness!

Rodent control continued without major incident, except for a nil return on rat infestation in sewers for the third successive year, let it be emphasized; it was amazing that major infestation problems had not arisen in Redhill redevelopment areas following large scale demolitions; perhaps our control schemes have been more efficacious than even we expected.

Noise control work was quieter, though still with the intermittent need for "listening in" during the wee small hours; industrial noise record was good, however.

"Environmental Health, Reigate, 1965" is incomplete without reference to the advice, guidance and support willingly given at all times by Dr. T. H. Bingham, Medical Officer of Health; one looks forward with jaundiced eye to a future when "The Doctor" will no longer be upstairs. The help and loyalty of colleagues in the Department is also acknowledged, as indeed is the friendly help of so many other colleagues around the Corporation. Certainly, it has been my pleasure to serve throughout the year a Public Health Committee of which the Chairman and Members have been notable for their consistent kindly consideration.

I remain Madam Chairman, Ladies and Gentlemen,

At your service

R. FRANKHAM.

Chief Public Health Inspector.

29th July, 1966.

Infectious Disease, Disinfection and Disinfestation.

During the year 92 visits of enquiry were made on behalf of the Medical Officer of Health in connection with cases of infectious disease and suspected food poisoning.

The disinfection and disinfestation of material continued to be carried out at the Council's Disinfecting Station at the Disposal Works, Redhill. This was done either in the steam disinfecting apparatus or by chemical means in the fumigation chamber. As in former years this service was also available to the neighbouring Rural District Councils of Dorking & Horley and Godstone, and the Urban District Council of Caterham and Warlingham.

Proposals put forward for major modernisation of the station, to generally improve the lay-out and to replace obsolete equipment, had been approved earlier, but it was not found possible to commence this scheme during the year.

Details are given below of the work carried out, including that at the Station and, unless otherwise indicated, relate to articles of bedding, clothing, furnishings, etc:-

(1) <u>Reigate Borough</u>	From <u>Dwelling-houses</u>	From <u>Institutions, etc.</u>
Infectious & Other Diseases	-	18
Vermin (Lice)	6	-
Miscellaneous	107	30
Rooms Disinfected	2	-
Rooms Disinfested	35	-
(2) <u>Caterham & Warlingham U.D.C.</u>		
Infectious & Other Diseases	14	-
(3) <u>Godstone R.D.C.</u>		
Infectious & Other Diseases	121	-

The arrangement for the disinfection of library books by formalin vapour continued to be available, but was required on two occasions only in 1965.

The infestation of dwelling-houses by vermin, such as bed-bugs and fleas, was minimal; no confirmed cases arose requiring attention during the year. Regular attention for cockroach disinfestation was necessary at an old people's home; insect pest control under contract arrangements was continued at a hospital, a large institution and fire brigade premises; similar work was carried out at schools in the Borough, as and when necessary, on behalf of the County Education Authority. Two cases of lousiness were dealt with at the Disinfecting Station.

Cases of elderly persons living alone in insanitary conditions arose to a lesser degree during 1965, and "spring cleaning" assistance was necessary on two occasions only.

The disinfection of telephones in all departments, commenced four years ago, was continued throughout the period by the Disinfecting Officer, who dealt with about 160 telephones monthly.

Slaughtering and Meat Inspection

This subject is governed by the following legislation:-

- (a) Slaughter of Animals Act, 1958.
- (b) Slaughter of Animals (Prevention of Cruelty) Regulations, 1958.
- (c) Food and Drugs Act, 1955, Section 62 - 79 - Slaughterhouses and Knackers' Yards.
- (d) Slaughterhouses Act, 1958.
- (e) Slaughterhouses (Hygiene) Regulations, 1958.
- (f) Public Health (Meat) Regulations, 1924 - 52.
- (g) Meat (Staining and Sterilization) Regulations, 1960.
- (h) Meat Inspection Regulations, 1963.

Ten applications by slaughtermen for the renewal of their licences were granted at the beginning of the year. No infringements of the Act were noted during 1965.

The slaughterhouse at Merstham, modernised in 1963, provided for a "line-system" of slaughter and dressing, and better space in slaughterhall, cooling room and despatch area. It continued to function satisfactorily throughout the year, although a bottleneck arose from time to time due to tardy removal of dressed carcasses.

The new Meat Inspection Regulations, laying down rigid requirements for the inspection and stamping of home-killed meat, became accepted practice, reasonably adopted in the main by slaughtering staff as well as inspection staff. As before, 100% inspection of meat was achieved throughout the year, this having been the case since 1954, when the slaughterhouse was originally extended and re-opened.

There was again a noticeable rise in the number of animals slaughtered during the year, this being mainly attributable to an increase in the number of sheep and lambs dealt with. Owing to the general absence of disease in sheep, the increased numbers slaughtered are not reflected in the disease incidence, this rather showing a downward trend. The incidence of tuberculosis remained at a minimal level. Cattle found to be affected with cysticercus bovis, a parasitic disease which may lead to the development of tapeworm in humans, showed a fall in numbers due, no doubt, to a considerable reduction in bovine animals slaughtered, although the incidence expressed as a percentage was actually higher.

Arrangements for the disposal of diseased meat continued to be satisfactory, and an arrangement - already in operation - was continued, to allow for such meat as appropriate to be consigned to a Mink Farm, as is permitted under the Staining and Sterilisation Regulations.

In calculating the percentage of animals found on inspection to be affected by disease, other than tuberculosis or cysticercosis, figures relating to cattle and sheep affected with liver fluke, and to pigs suffering from pneumonia or lung congestion, are disregarded, as these are common conditions not of value for comparative statistical purposes.

The licensed knacker's yard at Three Arch Road, Redhill, continued operations throughout the year, being used for the cutting up of carcasses of animals which had died or had been slaughtered on the owners' premises. No horses or other animals were slaughtered here during the year. Consignments of imported frozen meat, not for human consumption, were processed by the occupier on the premises for animal food; the arrangement being that the Department was notified in advance from the Port Health Authority concerned.

MEAT INSPECTION

CARCASES AND OFFAL INSPECTED AND CONDEMNED

WHOLE OR IN PART

	<u>Cattle</u> <u>(Excluding</u> <u>Bulls and Cows</u>	<u>Bulls</u>	<u>Cows</u>	<u>Calves</u>	<u>Sheep</u> <u>and</u> <u>Lambs</u>	<u>Pigs</u>
<u>NUMBER KILLED</u>	704	-	60	179	8,081	4,570
<u>NUMBER INSPECTED</u>	704	-	60	179	8,081	4,570
<u>ALL DISEASES</u> <u>EXCEPT TUBERCUL-</u> <u>OSIS & CYSTICERCI</u> Whole carcasses condemned	-	-	2	-	7	16
Carcases of which some part or organ was condemned	161	-	14	-	60	703
Percentage of the number inspected affected with disease other than tuberculosis and cysticerci	21.16%	-	26.66%	-	0.82%	15.7%
	6 6.8%	-	6 3.3%	-	6 0.43%	7.4%*
<u>TUBERCULOSIS</u> <u>ONLY</u> Whole carcasses condemned	-	-	-	-	-	-
Carcases of which some part or organ was con- demned	-	-	-	-	-	20
Percentage of the number inspected aff- ected with tuberculosis	-	-	-	-	-	0.34%
<u>CYSTICERCOSIS</u> Carcases of which some part or organ was condemned	12	-	-	-	-	-
Carcases submit- ted to treatment by refrigeration	12	-	-	-	-	-
Generalised and totally condemned	-	-	-	-	-	-

6 Percentage excluding Distomatosis

* Percentage excluding Pneumonia and Congestion of Lungs.

The total weight of carcasses and offals condemned was 3 tons.

There were no horses slaughtered for human consumption during the period.

MEAT INSPECTION - REASONS FOR CONDEMNATION.

Description.	Number Slaughtered.	Tuber- culosis		Fever.	Dropsy and/ or Emaciat- ion, also Congestion.	Injury.	Septicaemia	Nephritis.	Fascioliasis & Cirrhosis.	Parasitic.	Abscesses.	Pleurisy and Peritonitis.	Pneumonia.	Tubercu- lasis.	Miscellan- eous.	TOTAL
		Generalised	Localised.													
BOVINES (Excluding calves)	764															
Whole Carcasses and Offal		-	-	-	-	2	1	-	-	-	1	-	-	-	-	2
Part Carcasses		-	-	-	-	-	-	-	-	-	-	-	-	-	3	5
Heads and Tongues		-	-	-	-	-	-	-	-	9	1	-	-	-	5	15
Lungs		-	-	-	-	-	-	-	101	-	1	3	3	-	-	8
Livers and Part Livers		-	-	-	-	-	-	-	-	-	26	12	-	9	-	145
Mesentery and Intestines		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CALVES	179															
Whole Carcasses and Offal		-	-	1	-	-	1	-	-	-	-	-	-	-	-	2
Lungs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Livers		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SHEEP	8,081															
Whole Carcasses and Offal		-	-	-	-	6	-	-	-	-	-	1	-	-	-	7
Part Carcasses		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lungs		-	-	-	-	-	-	-	9	-	-	-	-	-	-	9
Livers		-	-	-	-	-	-	-	23	18	1	2	-	-	-	44
PIGS	4,570															
Whole Carcasses and Offal		-	-	-	-	-	9	-	-	-	6	-	-	-	1	16
Part Carcasses		-	20	-	-	1	-	-	-	-	7	1	-	-	12	153
Heads and Tongues		-	-	-	-	1	-	-	-	-	2	-	-	-	-	3
Lungs		-	-	-	96	-	-	-	-	4	-	21	246	-	-	367
Livers		-	-	-	-	-	-	-	22	84	2	53	-	-	1	162
Mesentery and Intestines etc.		-	-	-	-	-	-	2	-	-	-	-	-	-	-	2
TOTALS =	13,594	-	20	1	96	10	11	2	155	116	47	93	249	6	131	940

Food and Drugs Act, 1955 - Sections 8 & 9 - Food Unfit for Human Consumption

The inspection of foodstuffs generally continued to be made during the day-to-day inspection of food premises, during sampling visits, and also at the special request of traders. Calls in the last category are minimal nowadays, as obviously unfit pre-packed foods are returned through trade channels as a matter of routine.

There were twenty-three complaints to the Department during the year of alleged unsatisfactory food. Two others of dirty food containers were not justified. In all but one of the cases, foreign material was the cause of complaint, and in most of them the human element was found to be the common factor. The one case referred to alleged unsatisfactory sausages. These were not found to be unfit, although of poor quality, and otherwise dealt with later. Of the twenty-two cases, three were related to machine faults, five involved milk bottles (three being at schools, where container abuse must be a nightmare problem to dairymen), and the remaining fourteen incidents related to a variety of foods and contaminants. A number of these concerned a "contamination" of food origin foreign to the prepared food in question, i.e. burnt egg white in meringues, and ox cheek in a pork pie; an indication of the increased vigilance with which the public views these matters. No cases arose necessitating legal proceedings.

During 1965 the following foodstuffs were found to be unfit for human consumption, and were surrendered to the Inspectors for disposal at the Council's Refuse Disposal Works:-

Meat and offal.	9 cwts.
Meat - canned.	268 tins.
Fish.	135 lbs.
Sugar and Preserves.	130 tins & jars.
Confectionery (including Frozen food).	744 packets.
Tinned fish.	506 tins.
Tinned fruit.	1,759 tins.
Tinned milk.	260 tins.
Tinned soup.	32 tins.
Tinned vegetables.	1,239 tins.
Tinned and Packet food (Miscellaneous)	280 tins and packets.
Bottled Juices.	117 bottles.

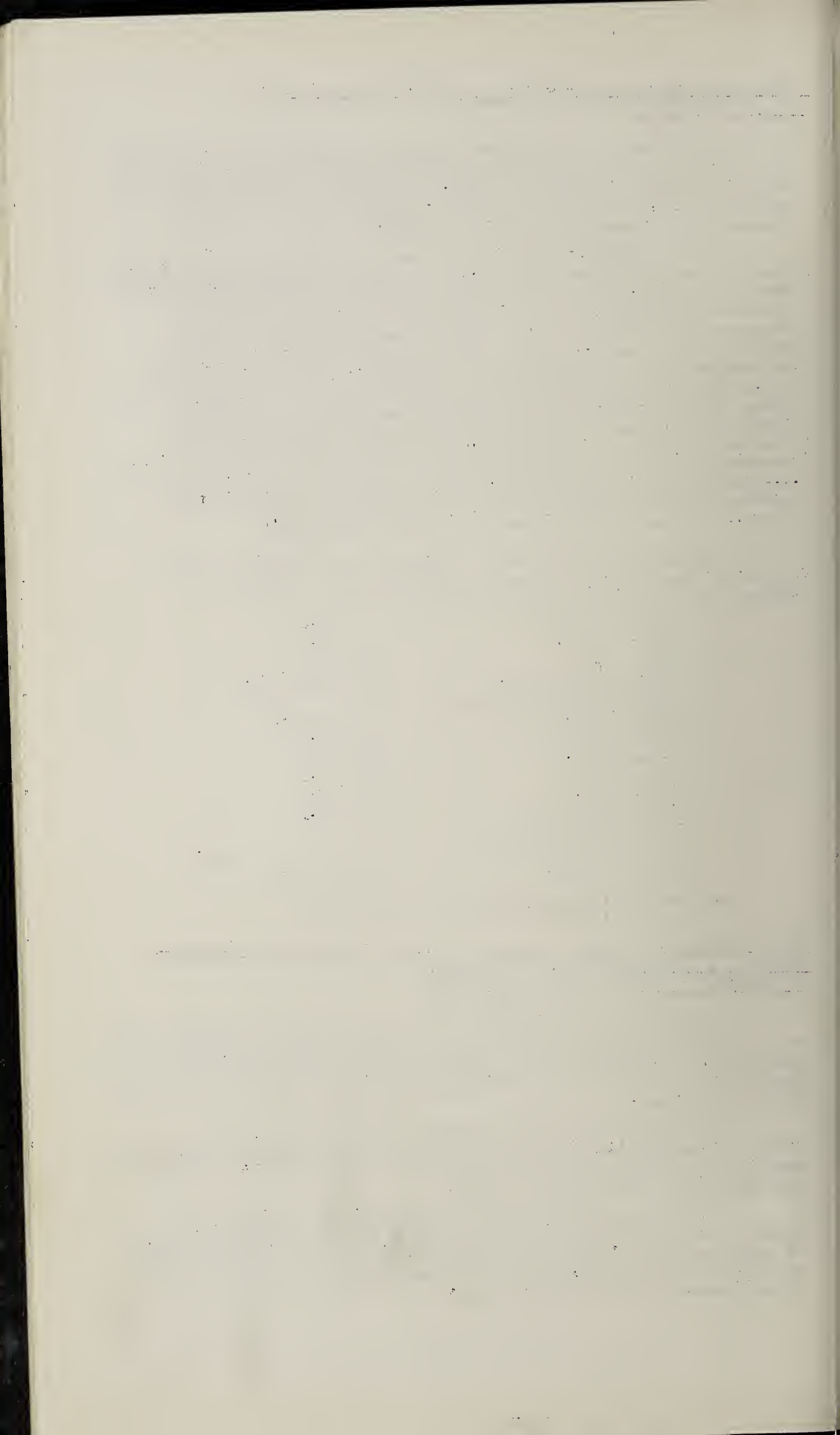
This work involved 91 visits by the Inspectors.

Food and Drugs Act, 1955 - Sections 13 to 21 - Hygiene in connection with the sale of Food, etc. to the Public.
Food Hygiene (General) Regulations, 1960.

The routine inspection of food premises generally indicated that, with a few exceptions, a satisfactory standard of hygiene was being maintained. Inspections were continued of mobile food traders operating from vehicles or stalls in the Borough and thirty-one routine checks were made in such cases.

Legal proceedings were instituted against a mobile cafe proprietor in February, for contraventions of the Food Hygiene Regulations, when the case was found proved on seven out of eight counts, and fines totalling fifty pounds were inflicted.

In two cases, the owners of unhygienic and worn-out food vehicles were warned of their responsibility and the probable consequences of continued use of such dilapidated transport. In one case the vehicle was subsequently renewed, and in the other the owner was being pressed to do likewise at the end of the year.



REGISTER OF FOOD PREMISES AND PARTICULARS OF WASHING FACILITIES.

<u>Type of Business</u>	<u>Number of Premises</u>	<u>Wash Hand Basins Provided</u>	<u>Sinks</u>	
			<u>Required</u>	<u>Provided</u>
Grocers	98	98	98	98
Fruiterers and Greengrocers	38	38	38	36
Butchers	34	34	34	34
Fishmongers	18	17	18	18
Bakehouses	9	9	9	9
Confectioners, Cake.	8	8	8	8
Confectioners, Sweet.	81	81	23	48
Food Manufactories	2	2	2	2
Catering Establishments:-				
Restaurants, Cafes, etc.	72	72	72	72
Licensed Premises	67	53	67	67
School Kitchens	23	23	23	23
Clubs	13	13	13	13

Primary inspections made at food premises were as follows:-

Catering Establishments	62
Bakehouses	17
Grocers	158
Butchers	80
Fruiterers and Greengrocers	53
Fishmongers	28
Confectioners	25
Vehicles and stalls	31

Routine follow-up inspections under the Regulations numbered 410, and 1,130 visits of inspection for all purposes were made to these premises.

Premises which are required to be registered under Section 16 are shown below in detail as being on the register at the end of 1965.

(a) Manufacture and sale of preserved food, etc:

<u>Type of Premises</u>	<u>No.</u>	<u>No. of Inspections.</u>
Butchers, etc.	32	80
Fish-fryers	10	28
Bakers (manufacture of meat pies).. ..	3	14
Delicatessen shops	3	9
	<hr/> 48	<hr/> 131

(b) Manufacture of Ice-Cream

Confectioner	<hr/> 2	<hr/> 10
---------------------	---------	----------

(c) Storage and sale of Ice-Cream

Confectioners, etc.	82	45
Grocers etc.	38	21
Fruiterers etc.	5	14
Newsagents, etc.	5	6
Garages (Not selling yet)	1	-
Fishmongers	1	4
	<hr/>	<hr/>
Total	132	90

In addition to these premises, there are thirteen catering establishments where ice-cream is sold for consumption off the premises, which are exempt from registration under existing law, and two where soft ice-cream is manufactured. The latter operation at retail premises has not extended in any way during the year, a fact which may be due to the initial cost of the machine and the inability to keep unused stocks overnight.

The arrangements was continued with the Borough Engineer whereby any plans of food premises generally, submitted for byelaw approval, were examined in this Department and comments made on any aspect of environmental hygiene involved.

Food and Drugs Act, 1955 - Section 89 - 99.
Sampling and Analysis.

One hundred and thirteen samples purchased by the Sampling Officers were submitted for analysis by the Public Analyst, 49 being formal samples and the remainder taken informally. They covered a wide range of commodities and eight were the subject of adverse reports by the Public Analyst.

Details of these eight samples are as follows, the conclusion reached in each case also being indicated, viz:-

Sample No. 3 - Yoghurt - ingredients not clearly stated on metal cap - labelling amended to comply.

Sample No. 7 - Pork Sausages - low meat content - recipe altered and meat content satisfactorily increased.

Samples Nos. 10 & 12. - Milk - both slightly deficient in milk solids not fat (but no added water found) - accepted as due to special seasonal difficulties - all further samples satisfactory.

Sample No. 16 - Low Fat Milk (Skimmed) - unsatisfactory labelling - label amended to comply.

Sample No. 20 - Chix Spread - unsatisfactory description of ingredients on label - label amended to comply.

Sample No. 77 - Natural Brown Rice - misleading claims on advertisement leaflet - leaflet withdrawn.

Sample No. 82 - Minced Beef with Onion and Gravy - considered to be of low meat content - deferred pending findings of Food Standards Committee becoming known and promulgated.

A table of the food and drugs samples during the year is set out on page 42.

Merchandise Marks Act, 1926 and Orders made thereunder

These Orders relate to the following imported foodstuffs:

Fresh apples; currants, sultanas and raisins; eggs (in shell); dried eggs; oat products; raw tomatoes; bacon and ham; dead poultry; meat; margarine; malt products; frozen or chilled salmon and sea trout; butter; honey.

They provide that on sale the goods shall bear an indication of the country of origin, the object being to give the purchasing public the opportunity of choosing between goods of Home, Empire or Foreign origin.

Upwards of forty inspections were made at retail shops during the year, and minor contraventions noted related to apples and tomatoes; no case arose requiring special report or statutory action.

FOOD AND DRUGS ACT, 1955 - SAMPLING

(Public Analyst: D.D. Moir Esq., M.Sc., F.R.I.C.)

Foodstuffs	Samples taken				Total	Genuine	Adversely Reported upon
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter			
Milk	13	6	5	9	33	31	2
Separated Milk	1	1	--	-	2	1	1
Milk Shakes	-	-	2	2	4	4	-
Cream	1	1	1	-	3	3	-
Yoghurt	1	-	--	-	1	-	1
Butter, Margarine	-	1	1	-	2	2	-
Liquid Frozen Egg	-	-	-	3	3	3	-
Cheese Products	-	1	-	1	2	2	-
Sauces and Pickles	-	2	4	-	6	6	-
Fruit and Vegetables	-	-	1	3	4	4	-
Confectionery	1	-	2	-	3	3	-
Flavourings and Colouring matters	1	1	-	1	3	2	1
Jams	-	1	2	-	3	3	-
Desserts	-	1	1	3	5	5	-
Sausages - Pork	3	-	2	--	5	4	1
" - Beef	-	1	-	1	2	2	-
Soups	-	-	--	4	4	4	-
Health Foods	-	-	-	1	1	-	1
Meat and Fish Products	2	1	1	5	9	8	1
Foods Miscellaneous	1	1	1	1	4	4	-
Soft Drinks	-	1	2	-	3	3	-
Beer	-	-	1	2	3	3	-
Whisky	-	-	-	2	2	2	-
Brandy	-	-	-	1	1	1	-
Gin	-	-	-	1	1	1	-
Drugs, Various	1	-	2	1	4	4	-
TOTAL	25	19	28	41	113	105	8

Milk and Dairies General Regulations, 1959.

The entries in the Registers required to be kept in accordance with the Regulations are summarised as follows:-

Distributors:

(a)	With 3 dairies in the Borough	2
(b)	With dairies outside the Borough	5
(c)	With premises in the Borough	33
	(bottled milk sold in general shops)						

Of the three dairies, two were used only for the cold storage and distribution of bottled milk; the third is in premises equipped with a high-temperature short-time pasteurising apparatus. Frequent inspections of these dairies were made during the year, with special attention to the last-mentioned one. It became increasingly obvious, however, that major alterations were now necessary at the latter dairy at Reigate, and meetings took place earlier in the year with Company representatives to press for this. Later, a satisfactory plan of improvements was received, and indications were that work should proceed early in 1966. The other two dairies were maintained to a satisfactory standard throughout the period. As has applied for several years now, all milk sold in the Borough must be heat-treated, with the exception of farm-bottled tuberculin tested milk, now sold under the designation "Untreated". Frequent samples of the various grades were taken on a regular sampling basis; no unsatisfactory reports arose during the year.

A detailed report on the samples of milk taken in 1965 from producers and distributors, and submitted for bacteriological examination, is given in the report of the Medical Officer of Health.

Hairdressers' and Barbers' Establishments.

The premises used for the purpose of carrying on the business of hairdresser or barber in the Borough are subject to bye-laws made in 1954, under Section 135 of the Surrey County Council Act, 1936. These bye-laws require the persons carrying on the business to maintain cleanliness of the premises and of the instruments, towels, equipment and materials used therein. During 1965, no serious infringement of the bye-laws was noted. At the end of the year, the register of premises contained particulars of 13 men's and 28 women's establishments.

Factories Act, 1961.

The table on page 44 shows in detail the various trades in the Borough that come within the scope of the Act. During the year 104 inspections were made. The Register of factories has been further brought up-to-date and now contains 252 entries; in 12 cases defects relating particularly to sanitary accommodation and general cleanliness were discovered; defects in 9 factories were remedied. H.M. Inspector of Factories drew attention during the year to one case involving defects which came within the sections of the Factories Act enforceable by the Local Authority. Over 30 inspections were made at building sites and work of engineering construction; in the main it was found that improved temporary sanitary facilities were being provided.

Rag Flock and Other Filling Materials Act, 1951.

There is only one factory which is subject to the provisions of this Act - one in which spring mattresses are manufactured. This is registered in accordance with Section 2. No samples of rag flock or other fillings were taken during 1965.

1871 1872 1873 1874 1875
1876 1877 1878 1879 1880
1881 1882 1883 1884 1885

Factories Act, 1961 - List of Factories
on Register at end of 1965.

					<u>Mechanical</u> <u>Power</u>	<u>No</u> <u>Mechanical</u> <u>Power</u>
Agricultural Engineers		1	-
Art Leather Works		1	-
Bakers		11	-
Basket Works		1	-
Book Binder		1	-
Boot Makers and Repairers		4	-
Brick Makers, etc.		2	-
Brush Makers		1	-
Builders and Contractors		9	4
Cabinet Makers and Upholsterers		7	1
Cork Disc and Insulation Manufacturers					1	-
Corn and Seed Merchants		3	-
Dairy (Milk Processing)		1	-
Dressmakers and Milliners		4	2
Dry Cleaners		5	-
Engineers Automobile		31	-
Engineers Electrical		2	2
Engineers Light		35	2
Essence Makers		2	-
Film Processing		1	-
Food Manufacturers		2	-
Foundries		3	-
Fullers Earth Works		1	-
Fur Processing		1	-
Furniture Making		1	-
Gas Holder Station		1	-
Glass Cutting and Paint Packing		1	-
Gluing Record Sleeves		1	-
Hardware Assembly		1	-
Heating Engineers		3	-
Hide Tanning		1	-
Knacker's Yard		-	1
Laundries		3	-
Locomotive Repairs		1	-
Log Sawing		1	-
Mattress Manufacturer		1	-
Monumental Masons and Undertakers			..		2	-
Motor Body Repairs		8	-
Motor Cycle and Cycle Repairs		1	3
Newspaper Fudging		3	-
Photographic Works, etc.		3	-
Plastics - Makers		4	-
Precast Concrete Manufacturers		1	-
Printers		9	-
Radio Repairs		-	1
Rust Proofing		1	-
Sanitary Engineers		1	1
Scale Repairers		2	-
Sewing Machine Repairs		2	-
Sheet Metal Workers		3	-
Shoeing and General Smiths		-	1
Soldering Outfit Assembly		1	-
Steel Wool Manufacturer		1	-
Suitcase Manufacturer		1	-
Tailors		2	1
Thermometer Manufacturer		1	-
Timber Merchants		3	-
Tyre Repairs		2	-
Watchmakers		3	-
Wax Refining Works		1	-
Building Sites and Works of Engineering Construction		33	-
TOTALS					233	19

Housing Acts, 1957 to 1964. Housing Repairs and Rents Act, 1954 & Rent Act, 1957
Housing Subsidies Act, 1956. Slum Clearance (Compensation) Act, 1956.
Housing (Management of Houses in Multi-Occupation) Regulations, 1962.

Consequent upon the representation of all known clearance areas, action slowed down during the year on work within the second five-years programme for unfit houses; three dwellings were dealt with as unfit by "individual" action, Closing Orders being made in each case. The clearance of the Cromwell Road area of Redhill reached its final phase, when the last area of fifteen houses - the subject of a Public Inquiry in August - was confirmed by the Minister. Twenty-six houses were demolished as a result of earlier action and fifty-five persons from twenty-six families were rehoused from unfit houses during the year.

Only one application was received for a certificate of disrepair under the Rent Act, 1957; in this case the owner did not undertake the necessary repairs and a certificate was subsequently issued. Applications for cancellation of certificate were received in two cases, and, despite an objection on the part of one tenant, both of these were eventually cancelled, the repairs having been satisfactorily dealt with.

Cases requiring investigation continued to arise at houses in multi-occupation, and in a number of cases improvements in amenities were sought. As in the past, such improvements related to increased sanitary accommodation, personal washing facilities, hot water supplies, better food storage and preparation facilities and improved lighting and heating. The need to recommend applying a Management Order did not arise. In co-operation with the Borough Engineer, close control was exercised on proposed conversions of this type.

Housing (Financial Provisions) Act, 1958.
House Purchase and Housing Acts, 1959 to 1964.

The Public Health Inspectors continued to supervise work in connection with standard grants and 33 applications were dealt with, 30 being approved. Schemes were completed at 25 houses and, in consequence, the following improvements were achieved:- 17 baths in separate bathrooms, 17 wash-hand basins, 14 hot water supplies, improved water closet accommodation in 25 cases and 8 foodstores installed. Two hundred and thirty two visits of inspection were made in connection with this work generally. Only seven applications for grants related to tenanted houses, a relatively small percentage of the total. Up to the end of the year around two hundred and thirty applications for standard grants had been received since the inception of the scheme, and 172 of these had been approved.

Liaison continued to be exercised with the Borough Engineer in proposals dealing with discretionary grant applications, and 27 such cases were referred to this Department for observations during the year.

Consequent on this grant assistance generally, 55 housing units were brought up to a reasonable standard of both repair and amenity in 1965.

Offices and Shops Act.

Inspections carried out under the Act were comparatively few earlier in the year, but from June onwards the position improved considerably when deficiencies had been made good; one Inspector was seconded mainly for this work and a Technical Assistant was appointed to assist. Generally co-operation from occupiers was good, most employers were willing to satisfy amenity requirements and the only difficulties arising were ones involving structural alterations.

Problems arose in central Redhill, where redevelopment of the shopping centre was well under way. Allowances had to be made at premises with a limited life, and improvements of a structural nature were left in abeyance in a number of cases. However, the modern shop and office blocks rising in place of the old cramped and often improvised premises had already set the new standard in facilities and amenities. Some difficulties remain to be ironed out, such as space heating in some branches of retail shops, guarding of machinery and waste disposal, but in the main amenity requirements are being met.

Seven hundred and nine premises had been registered by the end of the year, including 212 offices, 417 shops, 19 wholesale premises, 54 catering establishments and 7 fuel storage depots. Persons employed within these categories were as follows:- 3,222; 2,220; 223; 373 and 55, a total of 6,093 of whom about 45% were males. Around 270 general inspections were made under the Act during the period, 400 visits were paid, and contraventions were noted at 189 premises. Predominant in the latter contraventions, apart from those to do with thermometers and first aid boxes, were ones involving cleanliness, lighting and ventilation, sanitary conveniences, hot water supply, and drying facilities for outdoor clothing. Just under half of the deficiencies had been remedied at the end of the period.

A tabular statement on the various contraventions remedied in offices and shops is included on page 48.

Diseases of Animals (Waste Food) Order, 1957.

This Order deals with the inspection and licensing of boiling-plants used by collectors of waste food for animal feeding. Such waste food may spread foot-and-mouth and other animal diseases if not properly boiled for at least one hour.

No new licences arose during the year and inspections of all existing waste food plants indicated that the requirements of the Order were being generally observed.

Fairground Sanitation:

The three fairs, operating for short periods in the Borough during the year, were all visited and inspected for general sanitary arrangements. In one case it was again necessary to draw the attention of the occupier of the land to the requirement that adequate facilities must be readily available upon the arrival of the fair. Where applicable, temporary sanitary accommodation and an emptying and cleansing service continued to be provided by the Council at appropriate charges.

Heating Appliances (Fireguards) Act, 1952, and Regulations, 1953. Oil Heater Regulations, 1962

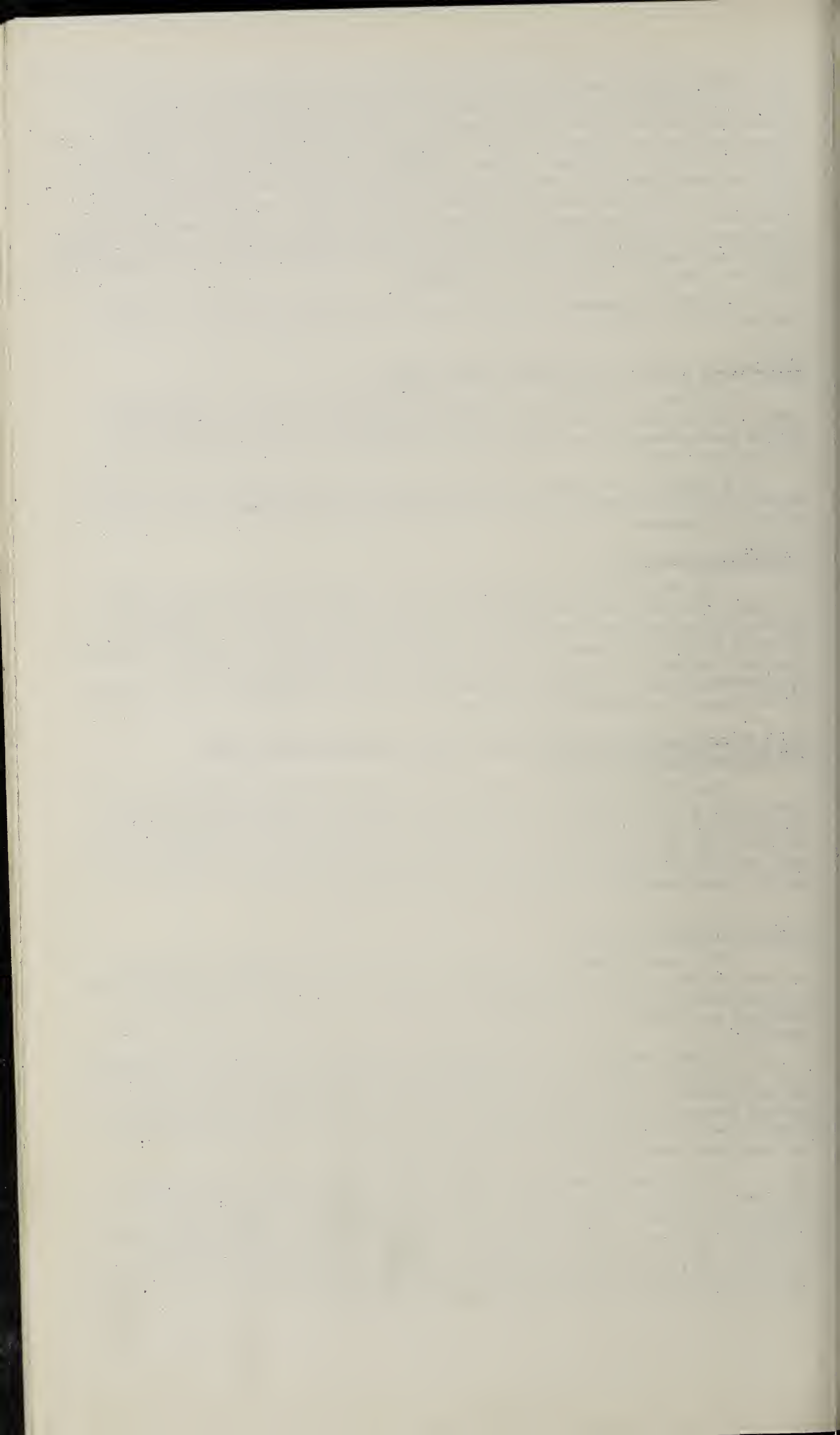
The Heating Appliances Regulations deal with safety standards in the construction of electric, gas and oil space heaters, and for the fixing of satisfactory fire guards. The standard now adopted by manufacturers to conform with the appropriate British Standard Specification ensures compliance with the requirements. Contraventions on retail sale are now very much a rarity; none were found on inspections made during the year.

Noise Abatement Act, 1960

This Act, on nuisances arising from noise and vibration, does not lay down rigid standards on permissible noise levels; indeed, it would appear most difficult to do so, variable as the problem will be in each case on location and distance, intensity and duration, and the time of day or night involved.

Eight complaints of alleged noise nuisance were received during the year and in seven cases it was considered that the complaints were justified, in some degree. The one other case involved a high pitched whine, plus a general background hum, both of very low intensity at the distances involved, from industrial machinery operated at various hours of the day and night; the complaint was considered to be unreasonable.

Of the seven complaints three related to industrial noise from machinery, one arose from noisy refrigerating plant in a butcher's premises, a further item was a recurrence of earlier complaints of barking from greyhound kennels, and the remaining two were to do with late night activities at a club and the continued operation of chimes on an ice-cream "mobile". In most instances a reasonable improvement had been achieved by the end of the year, following representations to those responsible.



Complaints

The following is a summary of the complaints received during the year:-

Insanitary condition of premises	50
Defective dustbin	3
House Drainage	1 04
Cesspools overflowing	10
Non-removal of house refuse	14
Rats or Mice	496
Other Vermin (Foxes, Badgers, etc)	4
Other insect pests	30
Wasps nests	22 2
Unsound food (sold)	25
Keeping of Animals, etc.	7
Smoke Nuisance	5
Noise Nuisance	6
Miscellaneous	37

Notices Issued and Action Taken

The following Table is a statement of the notices dealt with during the year:-

Preliminary -

Outstanding on 1st January, 1965	136
Issued during year	377
Complied with during year	359
Statutory action necessary	-
Outstanding on 31st December, 1965	154

Statutory -

Outstanding on 1st January, 1965	-
Issued during year	-
Outstanding on 31st December, 1965	-

Nuisances Abated, Defects Remedied, etc.

The following is a summary of the work carried out during the year, both voluntarily and in consequence of notices in respect of dwelling-houses, food premises, factories, and other business premises.

Dwelling-houses

Roofs repaired	15
Eaves-gutters and stack-pipes repaired	9
Chimney stacks rebuilt or repaired	3
Pointing or otherwise weatherproofing of brickwork (houses)	11
Other causes of dampness remedied	8
External paintwork renewed	3
Drains examined or tested (primary inspections only)	139
Drainage systems repaired, extended or relaid	26
Blocked drains cleared	66
Soil or ventilation pipes installed or renewed	13
New W.C.'s installed	25
W.C. apparatus renewed or repaired	5
Sewage treatment plants or cesspools repaired	3
Cesspools constructed/repared	3
Rooms cleansed or redecorated	5
Plaster of walls and/or ceilings repaired	8
Floors, windows and doors repaired or renewed	17
Food stores provided	8
Sinks installed or renewed	2
Washhand basins renewed or installed	17
Waste pipes repaired or renewed	5
Hot water supply installed	14
Baths installed	17
Accumulations removed	4
Other nuisances abated	17

[illegible][illegible]

1. *Phragmites australis* (Cav.) Trin. ex Steud.
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[illegible]

1. 1990年12月25日，在俄罗斯莫斯科市，俄罗斯总统叶利钦在克里姆林宫正式宣布，俄罗斯联邦正式退出苏联，成为独立国家。

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17

Figure 6 shows the results of the regression analysis. The model explains 70% of the variance in the dependent variable ($R^2 = .70$). The adjusted R^2 value is .68. The F-statistic is 19.45, which is significant at the 0.001 level. The t-statistics for the coefficients are also significant at the 0.001 level.

Variable	Coefficient	t-Statistic
Constant	1.00	1.00
X1	0.15	1.50
X2	0.25	2.50
X3	0.35	3.50
X4	0.45	4.50
X5	0.55	5.50
X6	0.65	6.50
X7	0.75	7.50
X8	0.85	8.50
X9	0.95	9.50
X10	1.05	10.50

Food Premises

Food storage and display improved	18
Ventilation improved	1
Sanitary accommodation improved	12
Rooms cleansed and/or redecorated	12
Plaster of walls and/or ceilings repaired	3
Floors repaired or renewed	2
Preparation tables repaired or renewed	1
Washhand basins installed	1
Ablution facilities otherwise improved	8
First Aid Equipment provided	6
Sinks renewed or installed	1
Accumulations removed	4
Dustbins renewed/bin areas improved	2
Drains cleared	3
Other nuisances abated	8

Factories

Ventilation improved	1
Drainage systems improved	1
Sanitary accommodation improved	5
Miscellaneous	2

Other business premises - Offices, Shops, etc.

Rooms cleaned and redecorated	14
Ventilation provided	3
Thermometers provided	31
Lighting improved	1
Sanitary conveniences improved	6
Washing facilities provided	2
Hot water provided	8
Clothing accommodation provided	3
Seats provided	1
Sinks provided	1
Structural defects remedied	6
First Aid boxes provided	24
Abstracts displayed	51

Prevention of Damage by Pests Act, 1949 - Rodent Control

The results of the year's work under this heading are shown in the tabulated statement given below.

	<u>Local</u> <u>Authority</u>	<u>X</u> <u>Dwelling</u> <u>houses</u>	<u>Agri-</u> <u>cult-</u> <u>ural.</u>	<u>All other</u> <u>(including</u> <u>Business &</u> <u>Industrial)</u>	<u>Total</u>
I. Total No. of properties in Local Authority's district.	38	16,488	50	3,340	19,916
II. No. of properties inspected during 1965 as a result of:					
(a) Notification	9	450	3	35	497
(b) Survey	33	127	24	10	194
(c) Otherwise (e.g. when visited primarily for another purpose)	5	288	+	581	874
III. Total inspections, including reinspections	1,025	4,002	345	1,046	6,418
IV. No. of properties inspected (under II) found to be infested by:-					
(a) Rats	18	624	10	49	701
(b) Mice	4	58	2	23	87
V. No. of infested properties (under IV) treated by Local Authority.	22	682	12	72	788
VI. No. of "block control" schemes carried out.	2	58	-	6	66

X Council houses are included under dwelling-houses.

Rodent Control.

There was an increase in the number of rat infestations found during the year, wholly accounted for at dwelling-houses and probably due, in the main, to the exercise of more block control schemes, a rise of 50% in these schemes, in fact. These infestations were all of a minor category, quickly brought under control. Less trouble was experienced than was originally anticipated in that area of Redhill under general clearance and redevelopment. The number of mice infestations found was down by roughly 20% in the period. All infestations of both rats and mice were dealt with by Pests Officers of the Department.

Inspection and control work on agricultural land was continued throughout the year, and period arrangements on a quarterly charge basis for regular disinfectations by the Pests Officers were continued with satisfactory results in seven cases, relating to three agricultural holdings and four business premises, two changes having occurred in the premises involved earlier in the year. Similar arrangements were also continued in respect of a large controlled tip in Merstham, where infestation was kept to a minimum. Charges at business premises continued unaltered, the occupier being required to meet the cost of the treatment on a basis of 10/- an hour, with a minimum charge of 15/d.

The usual routine treatment of the sewerage system of the Borough was carried out twice during the period, the results of tests being again most satisfactory, they indicated a minimal level of rat infestation in the sewers; of over 400 manholes tested, only two minor takes were recorded. Regular control was continued at the Council's Refuse and Sewage Disposal Works and on the banks of the stream passing through Redhill and Earlswood.

The control work already detailed was exclusive of that carried out under contract arrangements with:-

- (a) The Surrey County Council at St. Anne's, Redhill, and its ancillary homes, day nursery, clinics, fire brigade premises, etc.;
- (b) The Group Hospital Management Committee at the Redhill General Hospital.

Apart from this rodent control work the officers were engaged from time to time at Corporation property in dealing with other pests, such as rabbits, foxes, badgers and moles; also 222 wasps' nests were destroyed during the summer period.

Education and Instruction.

As in the past, educational visits were arranged to the Refuse Disposal Works, Sewage Works, Disinfecting Station and Caravan Sites. In the main, such visits have been for organised parties of Student Nurses, Health Visitors and Public Health Inspectors in training.

The first part of the paper discusses the importance of maintaining accurate records of all transactions. It is essential for the business to have a clear and concise record of all income and expenses. This will allow the business to track its financial performance over time and identify areas for improvement. The second part of the paper discusses the importance of maintaining accurate records of all assets and liabilities. This will allow the business to track its net worth over time and identify areas for improvement. The third part of the paper discusses the importance of maintaining accurate records of all taxes paid. This will allow the business to track its tax liability over time and identify areas for improvement. The fourth part of the paper discusses the importance of maintaining accurate records of all debts owed. This will allow the business to track its debt liability over time and identify areas for improvement. The fifth part of the paper discusses the importance of maintaining accurate records of all equity owned. This will allow the business to track its equity over time and identify areas for improvement. The sixth part of the paper discusses the importance of maintaining accurate records of all contracts entered into. This will allow the business to track its contractual obligations over time and identify areas for improvement. The seventh part of the paper discusses the importance of maintaining accurate records of all legal proceedings. This will allow the business to track its legal history over time and identify areas for improvement. The eighth part of the paper discusses the importance of maintaining accurate records of all correspondence. This will allow the business to track its communication over time and identify areas for improvement. The ninth part of the paper discusses the importance of maintaining accurate records of all other business-related information. This will allow the business to track its overall performance over time and identify areas for improvement. The tenth part of the paper discusses the importance of maintaining accurate records of all other business-related information. This will allow the business to track its overall performance over time and identify areas for improvement.